

From: [REDACTED]
To: [Clerk @ WPC](#)
Subject: Recording / Live Streaming of WPC Meetings
Date: 21 August 2025 10:10:12

Please consider the below as a public question.

WPC should consider the video recording and live streaming to YouTube of all parish council meetings.

The model of operation could be copied from how SHBC achieve this.

Benefits from such a step include

- Improved access and engagement to local democracy for residents, especially those with mobility issues and caring responsibilities that cannot access public meetings
- Moderation of councillor behaviour and a reduction in aggressive and or bullying behaviour
- Evidential record of proceedings to counter or indeed support complaints. Vital for safeguarding Councillors and members of the public from vexatious and politically motivated complaints.
- Creation of an enduring archive of council business for all to freely access.

Thank you.

Sent from my iPhone



Windlesham Parish Council

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The Council Offices
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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 29th July 2025, at 7.15pm held at The Briar Centre, Briar Avenue, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	P	Harris	A	Hardless	P
Du Cann	P	Hartshorn	P	Lewis	P
Gordon	P	R Jennings-Evans	A	Marr	P
Wilson	P	Malcaus Cooper	A	Richardson	P
Willgoss	P	Turner	P	Wheeler	P
White	P	Stevens	P		
		D Jennings-Evans	A		

In attendance: Jo Whitfield –Clerk to the Council
Mr Murphy – Windlesham Resident
Cllr Lee – Surrey Heath Borough Councillor
Member of the public x 3

P – present A – apologies PA – part of the meeting - no information
R - resigned

Cllr White was in the Chair

		Action
C/25/56	Apologies for absence Apologies for absence were received and accepted from Cllrs R Jennings-Evans, D Jennings-Evans, Harris, and Malcaus Cooper.	
C/25/57	Declarations of interest Cllr Wilson declared a non-pecuniary interest, noting that he had previously held conversations with the family attending to make a representation to the Council.	
C/25/58	Public Questions Standing Orders were suspended to permit participation from individuals who are not residents of the Parish. 1. A family affected by a Council error relating to a burial matter made a representation to the Council. Members noted the representation, acknowledged the sensitivity of the issue, and confirmed that the matter would be considered in detail during the confidential session of the meeting.	

	<p>2. Mr Murphy emphasised the importance of preserving local democratic representation amidst potential governance changes. He expressed support for ensuring equal representation between parished and unparished areas and urged the Council to give thorough consideration to the implications of proposed Neighbourhood Area Committees. He also raised concerns about any governance structure that might compromise the autonomy and role of parish-level decision-making.</p> <p>3. Surrey Heath Borough Councillor Lee asked for clarification on what safeguarding measures the Council had implemented under its duty of care obligations to protect a councillor recently subject to inappropriate behaviour, following a Standards Sub-Committee finding. The question also raised concerns about the perceived commitment of the Bagshot Village Committee to good governance and standards and requested confirmation on whether all Members have completed the recommended Code of Conduct training.</p> <p>In response, the Clerk confirmed that not all councillors had attended the recommended Code of Conduct training. It was further noted that the Council had resolved not to fund additional training, considering it not a good use of public money, given that all members are capable of reading the guidance independently and that further training would not guarantee appropriate behaviour.</p> <p>The Chair additionally referred to the Council's adopted Mental Health Policy (January 2025), which outlines the Council's commitment to supporting the mental health and wellbeing of councillors. The Chair read aloud relevant provisions of the policy, which include promoting respectful conduct, ensuring access to wellbeing resources, encouraging peer support, and maintaining a culture of inclusivity and safety.</p> <p>4. Another borough councillor sent a written representation asking the Parish Council to confirm that no precept funds would be used in a biased manner in relation to the Community Governance Review. The councillor requested assurance that any communications, such as literature or social media posts, would be balanced, impartial, and solely aimed at informing residents of all available options, in accordance with public service duties and the Government's guidance on Community Governance Reviews.</p> <p>It was agreed that the Clerk and Chair will prepare a written response.</p>	
C/25/59	<p>Exclusion of the press and public.</p> <p>To agree items to be dealt with after the public, including the press, had been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/25/73 Confidential Correspondence C/25/74 Allotment Contract Update C/25/75 Burial Matters C/25/76 To consider recommendations from the Personnel</p>	

	<p>Members also noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> • Windlesham Committee – 18th June 2025 • Lightwater Committee – 1st July 2025 • Lightwater Recreation Ground Trust Committee – 1st July 2025 	
C/25/62	<p>Council to receive the external audit conclusion for 2024-25</p> <p>The Clerk informed Members that the Conclusion of Audit has now been received from PKF Littlejohn and Council were presented with the relevant papers.</p> <p>The annual return has been passed with no issues and a copy presented to Members.</p> <p>It was resolved unanimously to note the contents of the report, to accept the audit opinion and to approve the annual return and certificate.</p> <p>Cllr Turner thanked the Officers for their hard work in ensuring a clean audit.</p>	
C/25/63	<p>Appointment of internal auditor for 2025-26</p> <p>Members were reminded that discussions were held at the Full Council meeting held in January 2024 (minute ref: C/23/160b) where Cllr R Jennings Evans proposed, Cllr D Jennings-Evans seconded, and it was resolved to appoint Company Mark Mulberry and Co Ltd for 2024-25 and 2025-26 as per the recommendation of the RFO.</p> <p>Members resolved to note the appointment of Mulberry & Co as the Council's internal auditor for 2025-2026</p>	
C/25/64	<p>Devolution – To discuss participation in a cross-parish steering group to feed into Neighbourhood Area Committees.</p> <p>Members unanimously resolved to defer this item to the September meeting, in the hope that the County Councillors would be able to attend and provide further clarity.</p>	
C/25/65	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £32,392.62 and explained the individual items.</p> <p>It was resolved that the payments (Appendix A) in the total sum of £32,392.62 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/25/66	Budget Monitoring	

	<p>Members were presented with the budget monitoring report up to the 17th July 2025, detailing any overspends, transfers or virements for approval.</p> <p>Cllr Richardson informed Members that she had contacted the RFO for further clarity.</p> <p>Councillors noted the Actual vs Budget report as of 17th July and the Expenditure reports.</p>	
C/25/67	<p>Grant Application – Lightwater Connected grant application for the production of an information bulletin</p> <p>Members were asked to consider the details of a grant application from Lightwater Connected to fund a bi-monthly supplement to the Lightwater 'Village Life' magazine, listing all local events, meetings, and functions undertaken by all voluntary groups in Lightwater.</p> <p>Total Grant Requested: £1,000-£2,000 The current available grant budget is £2,500</p> <p>It was resolved to defer this item to the next Lightwater Committee meeting.</p>	
C/25/68	<p>Local Government Reorganisation Consultation - To consider a response</p> <p>Members were reminded of the statutory consultation currently being undertaken regarding the future structure of local government in Surrey and asked to review the proposals provided and consider whether they wish to submit a formal response to the consultation, and if so, to agree on the draft responses provided or provide alternative responses</p> <p>It was resolved, with 5 votes in favour and 9 against, not to submit a response to the consultation. Instead, the Council agreed to delegate authority to the Clerk to write to the Leader of Surrey County Council expressing concern over the ongoing uncertainty regarding how Woking Borough Council's debt will be addressed.</p>	Clerk
C/25/69	<p>Outside Organisations</p> <p>Cllr White informed Members that all vacancies at the James Butler Alms house have now been filled.</p>	
C/25/70	<p>Clerks update</p> <p>Asset Transfers Members were reminded that at the Full Council meeting in June, Members delegated authority to undertake a review to consider which of the SHBC assets, if any, they may wish to take on if the opportunity arose. This working party has now carried out an initial assessment. Indicating that they wished to continue to explore the possibility of taking responsibility for several local assets. The importance of undertaking due diligence prior to any formal commitments is recognised; therefore, the Clerk will initiate some feasibility work and liaise with on its current position regarding any proposed asset transfers, including any draft terms,</p>	

	<p>timescales, or supporting information that may assist the Parish Council in its consideration of the matter.</p> <p>Community Governance Review At the SHBC Full Council meeting held on 16th July, it was resolved to proceed with a Community Governance Review (CGR) covering the entire borough. At the time of writing, the consultation documents had not been published. Therefore, as soon as the consultation becomes available, the Chair of Council will call an Extraordinary General Meeting (EGM) to enable Members to consider a formal response.</p>	
C/25/71	<p>Correspondence</p> <p>The Clerk informed Members that Windlesham Parish Council has been invited to participate in a Surrey ALC study on the benefits of Town and Parish Councils, set against the background of Local Government Reorganisation (LGR). Cllrs requested that further information be provided about the study before any agreement to participate is given.</p>	
C/25/72	<p>Exclusion of the press and public - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960</p> <p>C/25/73 Confidential Correspondence C/25/74 Allotment Contract Update C/25/75 Burial Matters C/25/76 To consider recommendations from the Personnel Committee held on 23rd July 2025. C/25/77 Full Council minutes and confidential</p>	
C/25/73	<p>Confidential Correspondence</p> <p>Members were advised that a complaint was submitted to the Monitoring Officer concerning the tone of a councillor's correspondence. While the matter was handled informally, Members were reminded of their duty to maintain respectful and professional communication and to uphold the principles of public life at all times.</p> <p>Members noted the information provided.</p>	
C/25/74	<p>Allotment Contract Update</p> <p>Members were informed of the findings contained in the legal Report on Title relating to the purchase of the allotment site at Hook Mill Lane, Lightwater.</p> <p>It was resolved to carry out actions as detailed in the confidential report.</p>	
C/25/75	<p>Burial Matters</p> <p>It was resolved to carry out actions as detailed in the confidential report.</p>	

C/25/76	<p>To consider recommendations from the Personnel Committee held on 23rd July 2025</p> <p>It was resolved to carry out actions as detailed in the confidential report.</p>	
C/25/77	<p>Full Council Minutes</p> <p>Windlesham Village Councillors raised concerns regarding the inclusion of proposer and seconder names in the recording of confidential resolutions, citing safety concerns.</p> <p>The Clerk raised the importance of maintaining transparency and accountability. Following a discussion, it was resolved that, to safeguard councillors', Councillor names will no longer be recorded in the open minutes for confidential matters. Instead, they will be documented in a separate confidential report.</p> <p>It was resolved to approve the minutes presented with the names removed from the confidential items.</p>	
	There being no further business, the meeting closed at 21:30	

30/06/2025

Windlesham Parish Council

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Top Level for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
17/06/2025	535830	813	GUARDWELL	GUARD	9.00	1.80	10.80	4455	225	9.00	Replacement of alarm part
03/06/2025	3965	814	NP TREE MANAGEMENT	NPTREE	1,160.00	232.00	1,392.00	4195	210	1,160.00	Misc works - W'sham Infant Sch
TOTAL INVOICES					1,169.00	233.80	1,402.80			1,169.00	
VAT ANALYSIS CODE S @ 20.00%					1,169.00	233.80	1,402.80				
TOTALS					1,169.00	233.80	1,402.80				

Top Level for Month No 4				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/07/2025	202516	815	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	225	50.00	Hall Hire 24/6 - FC+Planning
30/06/2025	2304	816	ZENTECH IT	FRE01	320.52	64.10	384.62	4440	225	320.52	Monthly charges - Jun 25
02/07/2025	2041190	817	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace - Jul 25
								4165	410	2,780.43	Greenspace - Jul 25
								4165	510	2,022.13	Greenspace - Jul 25
								4220	410	69.96	Playground insp - LW Rec
								4220	310	69.96	Playground insp - School Lane
02/07/2025	2041180	818	SURREY HEATH	SHBC01	4,944.29	0.00	4,944.29	4380	225	4,944.29	Wind (N) by-election cost
								365		-4,944.29	Wind (N) by-election cost
								6000	225	4,944.29	Wind (N) by-election cost
02/07/2025	2041179	820	SURREY HEATH	SHBC01	11,084.42	0.00	11,084.42	4380	225	9,875.71	Bagshot by-election cost
								365		-9,875.71	Bagshot by-election cost
								6000	225	9,875.71	Bagshot by-election cost
								4380	225	1,208.71	Bagshot by-election cost
30/06/2025	70076	821	WINDOW FLOWERS	WINDO	5,975.00	1,195.00	7,170.00	4185	310	1,892.00	Summer plant displays - 2025
								4185	410	2,160.00	Summer plant displays - 2025
								4185	510	1,923.00	Summer plant displays - 2025
26/06/2025	119793	822	GOODWATER LTD	GOODWATER	35.00	7.00	42.00	4435	225	35.00	Legionella testing
TOTAL INVOICES					30,974.69	2,979.19	33,953.88	30,974.69			
VAT ANALYSISCODE					OTS @ 0.00%	4,994.29	0.00	4,994.29			
VAT ANALYSISCODE					S @ 20.00%	14,895.98	2,979.19	17,875.17			
VAT ANALYSISCODE					Z @ 0.00%	11,084.42	0.00	11,084.42			
TOTALS					30,974.69	2,979.19	33,953.88				

Top Level for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2025	10998	823	ONE CALL	ONECA	50.67	10.13	60.80	4455	225	50.67	Office WC repairs
15/07/2025	LS EXPENSES	824	LUCY SHANNON EXPENSE	SHANNON	198.26	0.00	198.26	4435	225	198.26	LS exp to 14 Julyl 25
TOTAL INVOICES					248.93	10.13	259.06			248.93	
VAT ANALYSIS CODE OTS @ 0.00%					198.26	0.00	198.26				
VAT ANALYSIS CODE S @ 20.00%					50.67	10.13	60.80				
TOTALS					248.93	10.13	259.06				



Windlesham Parish Council

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MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL Held on Wednesday 20th August 2025, at 7.00pm held at St Anne's Church Centre, 43 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	P	Harris	P	Hardless	A
Du Cann	P	Hartshorn	A	Lewis	P
Gordon	PA	R Jennings-Evans	P	Marr	P
Wilson	PA	Malcaus Cooper	P	Richardson	P
Willgoss	P	Turner	P	Wheeler	P
White	P	Stevens	P		
		D Jennings-Evans	A		

In attendance: Jo Whitfield –Clerk to the Council
Mr Murphy – Windlesham Resident
Cllr Lee – Surrey Heath Borough Councillor
Helen Hansen-Hjul

P – present A – apologies PA – part of the meeting - no information
R - resigned

Cllr White was in the Chair

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		Action
C/25/78	Apologies for absence Apologies for absence were received and accepted from Cllrs Hardless, Hartshorn and D Jennings-Evans.	
C/25/79	Declarations of interest Cllr Malcaus Cooper declared a non-pecuniary interest in item 6 on the agenda, declaring her position as a director of SALC. Cllrs Gordon, White, Wheeler, and Wilson all declared a non-pecuniary interest in item 5 on the agenda, declaring their positions as Borough Councillors. Cllr R Jennings-Evans declared a non-pecuniary interest in item 6 on the agenda, declaring her position as a Surrey County Councillor, noting that she sits on the higher authority dealing with the LGR.	

	<p><i>19:11 – During the discussion, the meeting was interrupted by an interjection from Cllr Lee, who was seated in the public gallery. Cllr Malcaus Cooper objected to the disruption and requested that Cllr Lee be asked to leave. The Chair subsequently adjourned the meeting.</i></p> <p><i>19:13 – The meeting recommenced.</i></p>	
C/25/80	<p>Public Questions</p> <p>Mr Murphy addressed the Council regarding items 5 and 6 on the agenda. He noted the importance of robust governance frameworks and suggested that public bodies, including parish councils, should consider adopting systems to demonstrate transparency, accountability, and efficiency. He emphasised that Community Governance Reviews (CGRs) should be used as opportunities to improve community engagement, strengthen local democracy, and ensure effective service delivery.</p> <p>Reference was made to previous missed opportunities for CGRs in the parish and borough, and he expressed the view that the current process should be welcomed as an opportunity for residents to seek greater local autonomy, particularly in light of the growth of Windlesham Village. Mr Murphy concluded by stating that outcomes should provide consistent, sustainable, and appropriately structured local councils across Surrey, ensuring improved engagement and representation at the most local level.</p>	
C/25/81	<p>Exclusion of the press and public.</p> <p>Members resolved that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/25/86 To discuss Code of Conduct Correspondence C/25/87 Burial Matters</p>	
C/25/82	<p>To consider a response to the Surrey Heath Borough Council Community Governance Consultation.</p> <p>Members were reminded that Surrey Heath Borough Council is undertaking a Community Governance Review (CGR) for 2025–26. The review seeks to assess whether current parish boundaries and electoral arrangements continue to reflect local identities and support effective governance.</p> <p>Prior to the meeting, the Clerk had circulated guidance on predetermination to all members, in light of a previous request for a Community Governance Review (CGR) submitted in February 2024. That earlier request, which sought the removal of Windlesham village from the parish, had been initiated by Cllrs Wilson, Wheeler, Marr, Lewis, Richardson, and Hardless.</p> <p>At the start of the item, those councillors queried whether they should declare an interest in the matter and were duly advised to do so. However, no formal declarations of interest were made, but all Councillors present confirmed that they intended to approach the matter with an open mind.</p>	

	<p>It was acknowledged that, while the current CGR included the potential for disaggregation, it was a different and wider-ranging review being undertaken by Surrey Heath Borough Council in the context of Local Government Reorganisation.</p> <p>To support open and informed discussion, the Clerk had also prepared a statement for the Chair, confirming that all councillors would be able to participate in the debate. The statement aimed to clarify that the current consultation should not be reduced to a binary ‘in or out’ discussion, but rather be seen as a broader opportunity to consider how governance arrangements across the parish could best reflect local identities and ensure effective and convenient local government.</p> <p>It was strongly recommended that the Council actively encourage all residents to engage with the CGR consultation process. This is fundamentally a matter for the community, and it is essential that residents are well informed and that their views are captured clearly, directly, and without any perception of bias.</p> <p>Councillors were invited to collectively discuss the consultation and to consider formulating a formal response on behalf of the Council.</p> <p>There was much discussion among members, with a range of strongly held and, at times, polarising views expressed. Councillors were united in their commitment to representing their respective wards and communities and acknowledged that, given the variety of perspectives, reaching consensus on all points would be challenging.</p> <p>Cllr Gordon suggested that, given the level of disagreement within the Council, the Council note they support the process, but no formal response should be submitted. This view was shared by several other councillors. However, Cllr Malcaus Cooper challenged this position, stating that such an approach would not be democratic. She emphasised that, as elected Members, councillors should not abdicate their responsibility to represent their residents, regardless of differing opinions within the Council.</p> <p>A debate followed.</p> <p>Cllr Malcaus Cooper informed Members that, in her capacity as a Director of the Surrey Association of Local Councils (SALC), learnings from other areas across the country that have undergone unitarisation presented strong arguments in favour of establishing larger councils. She emphasised that such a structure would be better positioned to meet the future demands arising from Local Government Reorganisation (LGR), ensuring resilience, capacity, and a stronger voice for local communities.</p> <p>She highlighted that members have a collective responsibility to ensure Windlesham Parish Council is forward-looking and prepared for any structural changes. In doing so, she urged councillors to consider how best to secure representation and services, ensuring that residents do not miss out on opportunities or resources that may arise from potential reforms.</p>	
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	<p>Cllr Wheeler clarified that, to her knowledge, over 80% of current parish councils represent electorates of 2,700 or fewer. However, Cllr Turner rebutted this point, highlighting the national trend towards much larger councils as a result of Local Government Reorganisation (LGR). He noted that while this may have been typical under the previous local government arrangements, the Council must now consider what structure will best serve residents going forward within the emerging new framework.</p> <p>A point was raised that, while concerns had been expressed about the under-representation of Windlesham residents, committee vacancies allocated to Windlesham Councillors had not been consistently filled. It was noted that opportunities to contribute, including through committee membership, had not always been taken up. In response, a councillor stated that they had previously stepped down from a committee due to personal concerns about conduct by two councillors. There was a heated exchange regarding these comments.</p> <p><i>19:40 – The meeting was temporarily suspended, during which time it was requested that members of the public refrain from recording while the meeting remained adjourned.</i></p> <p><i>19:45 – The meeting recommenced.</i></p> <p>On recommencement of the meeting two proposals were brought forward as follows:</p> <p>Cllr Gordon proposed, and Cllr Wilson seconded, that Council make a statement that the Council supports the CGR Borough-wide consultation, and state that they are happy to encourage the public to have their say and will support their views.</p> <p>Cllr Malcaus Cooper proposed, and Cllr Turner seconded, that the Council should submit a response to the consultation on the basis that it is a duty of councillors to represent their residents.</p> <p>The Council proceeded to vote on the second proposal.</p> <p>Cllr Harris requested a recorded vote.</p> <p>A recorded vote was taken, and it was resolved with 8 in favour and 7 against that Council should submit a response to the consultation.</p> <p>Recorded Vote</p> <p>Cllr Wilson – Against Cllr Richardson – Against Cllr Wheeler – Against Cllr Marr – Against Cllr Lewis – Against Cllr Willgoss - In Favour Cllr Du Cann - In Favour Cllr Bakar - In Favour</p>	
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	<p> Cllr Harris - In Favour Cllr Malcaus Cooper - In Favour Cllr Gordon - Against Cllr Stevens – Against Cllr R Jennings-Evans - In Favour Cllr Turner - In Favour Cllr White - In Favour </p> <p>Members then considered the points for consultation as outlined by Surrey Heath Borough Council. It was noted that providing an informed response was challenging due to the limited information available regarding the potential impact of proposed changes. Members expressed particular concern that residents were being asked to take a view without any indication of how such changes might affect them, for example in relation to precept levels.</p> <p>Cllr Wheeler noted that, with regard to the boundary anomaly affecting Lightwater, she did not hold a view on the matter and therefore did not wish to participate in the vote.</p> <p>1. Is there support for an alteration of the current parish boundaries? For example, this could be the disaggregation of the current parish area or a merger with a different area.</p> <p>It was resolved, with 14 in favour and 1 abstention, that Windlesham Parish Council supports minor changes to its parish boundaries to address the anomaly whereby two roads in Lightwater (Sundew Close and The Folly), currently within the West End Parish boundary, are transferred into the Windlesham Parish boundary area. This change would ensure community cohesion and reflect the geographic and functional realities of the local area.</p> <p>Members then took a recorded vote on whether they were supportive of the disaggregation of the Parish.</p> <p>It was resolved, with 6 in favour, 8 against and 1 abstention, that based on the information available at the time, the Council does not support a possible disaggregation of the parish area. However, Members remain open to future evidence and may reconsider the Council's position if substantive supporting information is presented.</p> <p> Cllr Wilson – In Favour Cllr Richardson – In Favour Cllr Wheeler – In Favour Cllr Marr – In Favour Cllr Lewis – In Favour Cllr Willgoss – Against </p>	
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	<p> Cllr Du Cann – Against Cllr Bakar – Against Cllr Harris – Against Cllr Malcaus Cooper – Against Cllr Gordon – Against Cllr Stevens – In Favour Cllr R Jennings-Evans – Against Cllr Turner - Against Cllr White – Against </p> <p>Members also took a recorded vote on whether they were supportive of the possible merging of the Parish with another area.</p> <p>It was resolved, with 7 in favour, 6 against and 2 abstentions, that, subject to more information being made available, the Council would, in principle, support a possible merger of the parish area.</p> <p> Cllr Wilson – Against Cllr Richardson – Against Cllr Wheeler – Abstention Cllr Marr – Abstention Cllr Lewis – Against Cllr Willgoss - Against Cllr Du Cann - Against Cllr Bakar - Against Cllr Harris - In Favour Cllr Malcaus Cooper - In Favour Cllr Gordon – In Favour Cllr Stevens – In Favour Cllr R Jennings-Evans - In Favour Cllr Turner - In Favour Cllr White - In Favour </p> <p>2. What are the views on the number of councillors that represent the three villages of Windlesham Parish Council, and whether or not they should be adjusted, left alone, or brought to the same level as one another?</p> <p>Cllr Jennings-Evans proposed that Council support a fair and equitable ratio of Councillors per head of electorate.</p> <p>Cllr Wheeler amended the proposal to add ‘in line with National Guidelines’, Cllr Harris seconded the amended proposal. Cllr R Jennings-Evans accepted the amendment.</p> <p>Members took a recorded vote, and it was resolved with 12 in favour, 2 against and 1 Abstention to support a fair and equitable ratio of Councillors per head of electorate, in line with National Guidance.</p> <p>Cllr Wilson – Against</p>	
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	<p> Cllr Richardson – Abstention Cllr Wheeler – In Favour Cllr Marr – Against Cllr Lewis – In Favour Cllr Willgoss - In Favour Cllr Du Cann - In Favour Cllr Bakar - In Favour Cllr Harris - In Favour Cllr Malcaus Cooper - In Favour Cllr Gordon – In Favour Cllr Stevens – In Favour Cllr R Jennings-Evans - In Favour Cllr Turner - In Favour Cllr White - In Favour </p> <p>3. If the Windlesham North and South parish wards should be abolished to create a single Windlesham Village parish ward.</p> <p>Members unanimously resolved to support the proposed reunification of the North and South wards within Windlesham Village.</p> <p><i>20:35 Cllr Wilson left the meeting</i></p> <p>4. Are there any other comments on Windlesham Parish Council that you would like SHBC to take into account in this consultation?</p> <p>Cllr Wheeler felt that any comments made in this section would not reflect the Council as a whole; therefore, the Council should not respond. However, Cllr Harris noted that Members may have more in common than some may think.</p> <p>The Chair invited each Member to contribute to a response, and all councillors were given the opportunity to present their views. A recorded vote was taken, and it was resolved, with 9 in favour, 4 against and 1 abstention, to submit a comment incorporating all contributions listed below:</p> <p>Strong governance and financial management</p> <ul style="list-style-type: none"> • Windlesham Parish Council has consistently achieved clean internal and external audits. • This evidences good governance and sound financial management. <p>Qualified Clerk and statutory powers</p> <ul style="list-style-type: none"> • The Council is supported by a CiLCA-qualified Clerk. • The Council holds the General Power of Competence (GPC). • Together, these ensure the Council has the full capability to perform its functions effectively and lawfully. <p>Proven capacity to meet future demands</p> <ul style="list-style-type: none"> • The Council’s track record demonstrates it is well equipped to meet the demands of Local Government Reorganisation (LGR). <p>Active engagement with LGR</p> <ul style="list-style-type: none"> • The Clerk is proactively engaging with the LGR process. 	
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	<ul style="list-style-type: none"> • Particular focus is on devolution and the transfer of assets and services. • This work seeks to ensure that residents are not detrimentally impacted by the loss of the Borough Council. <p>Commitment to local representation and resident voice</p> <ul style="list-style-type: none"> • The Council is committed to protecting and enhancing local representation. • Resident feedback is welcomed to help shape responses and future approaches. <p>Expectations of Surrey Heath Borough Council</p> <p>Whatever the outcome of the Community Governance Review (CGR), Surrey Heath Borough Council should ensure that any changes to the structure of Windlesham Parish Council safeguard its ability to remain:</p> <ul style="list-style-type: none"> ○ Sustainable ○ Viable ○ Scalable to take on the challenges that will emerge as the unitary structure is implemented over the next few years ○ Cost-effective ○ Resilient in the long term <p>Cllr Richardson – Against Cllr Wheeler – Against Cllr Marr – Against Cllr Lewis – Against Cllr Willgoss – In Favour Cllr Du Cann – In Favour Cllr Bakar – In Favour Cllr Harris - In Favour Cllr Malcaus Cooper - In Favour Cllr Gordon – In Favour Cllr Stevens – Abstentions Cllr R Jennings-Evans - In Favour Cllr Turner - In Favour Cllr White - In Favour</p> <p><i>20:47 Cllr R Jennings-Evans left the meeting.</i></p> <p><i>20:50 Cllr R Jennings-Evans re-joined the meeting.</i></p>	
C/25/83	<p>Surrey Association of Local Councils – To Consider a Request to Collaborate on a Report Highlighting the Benefits of Town and Parish Councils within Surrey's Emerging Unitary Local Government Model.</p> <p>Members considered a formal request from the Surrey Association of Local Councils (SALC) inviting Windlesham Parish Council to collaborate on and financially support a sector-led report. The report aims to demonstrate the value of Town and Parish Councils within the context of the proposed new Unitary model of local government for Surrey.</p>	

	<p>The Council was advised that SALC is seeking a financial contribution of £480 from each participating council to support the preparation of the Unitary Model Engagement Report.</p> <p>Concerns were raised about the time required to participate, considering the Clerk already has a workload exceeding her contracted hours.</p> <p>Cllr Harris requested a recorded vote</p> <p>Cllr R Jennings-Evans proposed, Cllr Gordon seconded, and it was resolved with 9 in favour, 4 against and 0 abstentions to:</p> <ol style="list-style-type: none"> 1. Approve a £480 contribution to SALC for the preparation of the Unitary Model Engagement Report. 2. Direct the Clerk to confirm participation with SALC. <p>Cllr Richardson – Against Cllr Wheeler – Against Cllr Marr – Against Cllr Lewis – Against Cllr Willgoss – In Favour Cllr Du Cann – In Favour Cllr Bakar – In Favour Cllr Harris - In Favour Cllr Malcaus Cooper - In Favour Cllr Gordon – In Favour Cllr Stevens – Against Cllr R Jennings-Evans - In Favour Cllr Turner - In Favour Cllr White - In Favour</p>	
C/25/84	<p>Grant Applications – To consider a grant from the Air Ambulance Charity, Kent, Surrey, and Sussex.</p> <p>Members considered a grant application submitted by the Air Ambulance Charity Kent, Surrey, Sussex. The charity requested a contribution of £500 to support the operating costs of their helicopter emergency medical service, rapid response vehicles, medical equipment, and crews.</p> <p><i>21:02 Cllr Gordon left the meeting</i></p> <p>Cllr Wheeler explained that she would be abstaining because she felt she had a non-pecuniary interest and because the request was from a National Charity.</p> <p>Cllr Malcaus Cooper proposed, Cllr R Jennings Evans seconded, and it was resolved with 11 in favour, 1 against and 2 abstentions, that the Council will grant £500, which will be funded from the Village Grant budgets: 26% Windlesham, 37% Lightwater, 37% Bagshot.</p>	

C/25/85	<p>Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/25/86 To discuss Code of Conduct correspondence</p> <p>C/25/87 Burial Matters</p>	
C/25/86	<p>To discuss Code of Conduct correspondence</p> <p>Members were informed that further correspondence had been received, relating to councillors' code of conduct. A summary of the correspondence was provided, and the most recent communication was circulated to Members.</p> <p>It was resolved to carry out the actions as detailed in the confidential report.</p> <p><i>21:36 Members resolved unanimously to suspend standing orders</i></p>	
C/25/87	<p>Burial Matters</p> <p>Members noted the update provided as detailed in the confidential report.</p>	
	There being no further business, the meeting closed at 21:44	



Windlesham Parish Council

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MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL Held on Thursday 18th September 2025, at 6:00pm held at the Briars Centre, Briar Avenue, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	P	Harris	A	Hardless	P
Du Cann	P	Hartshorn	PA	Lewis	P
Gordon	-	R Jennings-Evans	P	Marr	P
Wilson	A	Malcaus Cooper	P	Richardson	P
Willgoss	A	Turner	P	Wheeler	P
White	P	Stevens	P		
		D Jennings-Evans	P		

In attendance: Sarah Wakefield- Assistant Clerk

Mr & Mrs Burlinson- Windlesham Residents
Tony Murphy- Windlesham Resident

P – present A – apologies PA – part of the meeting - no information
R - resigned

Cllr White was in the Chair

		Action
C/25/88	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Harris, Willgoss and Wilson.</p>	
C/25/89	<p>Declarations of interest</p> <p>There were no declarations of interest.</p>	
C/25/90	<p>Public Questions</p> <p>Tony Murphy, Windlesham Resident posed the following question:</p> <p>A member of the public reminded Council that the current stage of the Community Governance Review (CGR) is the <i>Initial Consultation</i> phase, which is intended to gather early views from the public and stakeholders. It is not a referendum and is not determined solely by numerical responses. Rather, it forms part of a broader evidential base considered under the Gunning Principles.</p> <p>The member expressed concern about how potential inaccuracies or omissions in public communications may influence consultation responses. They advised caution in how misrepresentation—either through content or omission—might skew public understanding, particularly around emotive</p>	

	<p>issues such as Community Infrastructure Levy (CIL) funds. They stressed that current infrastructure projects in Windlesham have long-standing roots and are being progressed in collaboration with the county council. Concerns were raised about the language used in some discussions, which was described as potentially inflammatory and unhelpful. The speaker called for a broader, more balanced view, noting that Council discussion had sometimes defended the status quo while preparing for alternative future structures without detailing implications or financial impact.</p> <p>The representation suggested that some community members favour the continuation of smaller parish councils over more centralised governance, citing better local engagement and delivery outcomes. The speaker also challenged the apparent ideological contradiction in advocating centralisation under a traditionally conservative authority, suggesting that localism and subsidiarity are more in line with conservative principles. In conclusion, the member urged Council to recognise the likely future need for collaborative working between smaller councils—regardless of the CGR outcome—and to adopt a more measured tone moving forward.</p> <p><i>Cllr Hartshorn arrived at 18:04</i></p>	
C/25/91	<p>Exclusion of the press and public.</p> <p>There were no items to be dealt with after the public, including the press, had been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>No exclusions to the press and public.</p>	
C/25/92	<p>Community Governance Review: consideration of external consultation communications and council response.</p> <p>Members were asked to review external consultation communications and decide whether:</p> <ol style="list-style-type: none"> 1. These external communications may contain inaccuracies or misrepresentations that may affect how residents respond to the consultation. <p>and if so, did they wish to</p> <ol style="list-style-type: none"> 2. Approve the submission of a formal representation to Surrey Heath Borough Council regarding the Community Governance Review. 3. Authorise the Communications Officer, in conjunction with the Clerk, to update the fact-check page as and when required to ensure factual information is published. 4. Approve any further actions arising from discussion at this meeting. 	

	<p><i>Standing Orders were suspended to allow a member of the public to speak.</i></p> <p><i>A Windlesham resident, asked how decisions or discussions from the meeting would be communicated to residents, noting that the consultation was due to close the following day. He sought clarification on whether the outcomes would be shared publicly in time to inform responses.</i></p> <p>In response to the question, Cllr R Jennings-Evans noted that one option under consideration was updating the Council's Fact-Check page. If agreed, updates would be published the following day.</p> <p>Members discussed concerns about potential inaccuracies in recent letters and social media posts relating to the CGR. While some felt the communications were misleading and damaging to the Council's reputation, others expressed differing views. The importance of ensuring residents receive accurate and factual information was emphasised.</p> <p>Cllr Malcaus Cooper proposed, and Cllr Stevens seconded a motion to change the wording in item 1 to: “<i>These external communications contain inaccuracies and misrepresentations that may affect how residents respond to the consultation.</i>” A recorded vote was requested.</p> <table> <tr><td>Cllr Malcaus Cooper</td><td>In Favour</td></tr> <tr><td>Cllr Wheeler</td><td>In Favour</td></tr> <tr><td>Cllr Lewis</td><td>Against</td></tr> <tr><td>Cllr Marr</td><td>In Favour</td></tr> <tr><td>Cllr Hardless</td><td>In Favour</td></tr> <tr><td>Cllr Richardson</td><td>In Favour</td></tr> <tr><td>Cllr Hartshorn</td><td>In Favour</td></tr> <tr><td>Cllr D Jennings-Evans</td><td>In Favour</td></tr> <tr><td>Cllr R Jennings-Evans</td><td>In Favour</td></tr> <tr><td>Cllr Turner</td><td>In Favour</td></tr> <tr><td>Cllr Du Cann</td><td>In Favour</td></tr> <tr><td>Cllr Bakar</td><td>In Favour</td></tr> <tr><td>Cllr Stevens</td><td>In Favour</td></tr> <tr><td>Cllr White</td><td>In Favour</td></tr> </table> <p>The motion was carried with 13 in favour and 1 against. Accordingly, it was resolved the wording of item 1 would be updated to: “<i>These external communications contain inaccuracies and misrepresentations that may affect how residents respond to the consultation.</i>”</p> <p>Cllr Stevens stated that he saw no value in reviewing the items point by point, as members either considered the communications to be misleading propaganda or not.</p> <p>Cllr Stevens proposed, and Cllr Du Cann seconded, a motion to vote on all four items collectively. The motion considered whether external communications, including distributed letters and social</p>	Cllr Malcaus Cooper	In Favour	Cllr Wheeler	In Favour	Cllr Lewis	Against	Cllr Marr	In Favour	Cllr Hardless	In Favour	Cllr Richardson	In Favour	Cllr Hartshorn	In Favour	Cllr D Jennings-Evans	In Favour	Cllr R Jennings-Evans	In Favour	Cllr Turner	In Favour	Cllr Du Cann	In Favour	Cllr Bakar	In Favour	Cllr Stevens	In Favour	Cllr White	In Favour	
Cllr Malcaus Cooper	In Favour																													
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Cllr Bakar	In Favour																													
Cllr Stevens	In Favour																													
Cllr White	In Favour																													

	<p>media posts, contained inaccuracies and misrepresentations which may affect how residents respond to the consultation; whether the Council wished to submit a formal representation to ensure the Community Governance Review is conducted impartially and fairly; and to affirm that consultation responses should be based on accurate and reliable information, as required by the statutory framework governing Community Governance Reviews. It was also proposed that the Council’s fact-checking statement on the website and associated social media pages be reviewed and updated accordingly.</p> <p>A recorded vote was requested.</p> <table><tr><td>Cllr Malcaus Cooper</td><td>In favour</td></tr><tr><td>Cllr Wheeler</td><td>Against</td></tr><tr><td>Cllr Marr</td><td>Against</td></tr><tr><td>Cllr Lewis</td><td>Against</td></tr><tr><td>Cllr Hardless</td><td>Against</td></tr><tr><td>Cllr Richardson</td><td>Against</td></tr><tr><td>Cllr Hartshorn</td><td>In favour</td></tr><tr><td>Cllr D Jennings-Evans</td><td>In favour</td></tr><tr><td>Cllr R Jennings-Evans</td><td>In favour</td></tr><tr><td>Cllr Turner</td><td>In favour</td></tr><tr><td>Cllr Du Cann</td><td>In favour</td></tr><tr><td>Cllr Bakar</td><td>In favour</td></tr><tr><td>Cllr Stevens</td><td>In favour</td></tr><tr><td>Cllr White</td><td>In favour</td></tr></table> <p>The motion was carried with 9 in favour and 5 against delegating authority to the Clerk, in conjunction with the Chair and Vice Chair, to write and submit a formal representation to Surrey Heath Borough Council regarding the Community Governance Review and to update the council’s Fact-Check page accordingly.</p>	Cllr Malcaus Cooper	In favour	Cllr Wheeler	Against	Cllr Marr	Against	Cllr Lewis	Against	Cllr Hardless	Against	Cllr Richardson	Against	Cllr Hartshorn	In favour	Cllr D Jennings-Evans	In favour	Cllr R Jennings-Evans	In favour	Cllr Turner	In favour	Cllr Du Cann	In favour	Cllr Bakar	In favour	Cllr Stevens	In favour	Cllr White	In favour	
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Cllr Turner	In favour																													
Cllr Du Cann	In favour																													
Cllr Bakar	In favour																													
Cllr Stevens	In favour																													
Cllr White	In favour																													
	There being no further business, the meeting closed at 19:04																													



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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE

Held on Wednesday 29th July 2025 at 6:30pm at the Briars Centre, Briar Avenue, Lightwater.

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Marr	P
Du-Cann	P	Stevens	P		

In attendance: Joanna Whitfield - Clerk

Cllr Stevens took the Chair

P - present

A – apologies

PA – part of meeting

- no information

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PLAN/25/20	Apologies for absence No Apologies.
PLAN/25/21	Declarations of interest None
PLAN/25/22	Public question time No public questions.
PLAN/25/23	Exclusion of the press and public No Exclusions to the press and public.
PLAN/25/24	To consider making a response to a Surrey Heath Borough Council Planning Policy Consultation: Chobham Neighbourhood Plan 2024-2038 Members welcomed the publication of the Chobham Neighbourhood Plan and commended the work undertaken to develop a comprehensive document. The Plan demonstrates a clear commitment to managing future development sensitively and includes welcome commentary on flood risk, which is a significant concern in the local area. However, Members noted that while the Plan offers limited support for development and includes consideration of flooding issues, it does not adequately address the ongoing and well-documented parking challenges

	<p>within Chobham village centre. Further emphasis on sustainable transport and localised parking solutions would enhance the Plan's overall effectiveness and community benefit.</p> <p>In particular, the Council supports Policy CH1, point 2(f), which seeks to protect the Green Belt. This point is especially welcomed as it reflects the shared priority across rural parishes to safeguard open space and preserve the character of the local environment.</p>
PLAN/25/23	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications	
25/0722/CES	<p>Caldicot 6 Waverley Road Bagshot Surrey GU19 5JL</p> <p>Certificate of lawfulness for the proposed enlargement of existing side window, replacement of existing rear double doors to new bifold door and installation of new skylight on existing flat roof.</p> <p>NO OBJECTION</p>	Certificate Proposed Development
25/0738/DTC	<p>Solstrand, Station Road Bagshot, Surrey, GU19 5AS</p> <p>Submission of details to comply with Condition 4 (Trees) attached to planning permission 21/1176/FFU for demolition of dwelling and all associated buildings and structures and erection of 3 detached three bedroom dwellings with associated car parking, refuse storage and collection point and landscaping.</p> <p>Members resolved to COMMENT as follows:</p> <p>Windlesham Parish Council defers to the expertise of Surrey Heath Borough Council, as the Local Planning Authority, to determine whether the single submitted plan meets the necessary requirements.</p>	Details to comply
	Lightwater Applications	
25/0694/NMA	<p>99 - 101 Guildford Road Lightwater Surrey GU18 5SB</p> <p>Non-material amendment to planning permission 24/0136/FFU to alterations to the design of the front and rear elevation of plot type H.</p> <p>Members noted that Surrey Heath Borough Council issued a decision on this application on 19th July.</p>	Non Material Amendment
25/0713/DTC	<p>99 - 101 Guildford Road Lightwater Surrey GU18 5SB Submission of details to comply with condition 19 (drainage) attached to planning permission 24/0136/FFU for Development of site to provide 21no. dwellings with associated access, hardstanding, landscaping and parking.</p> <p>Members resolved to COMMENT as follows:</p> <p>Windlesham Parish Council defers to the expertise of Surrey Heath Borough Council, as the Local Planning Authority, to determine whether the submitted documents satisfy the requirements of Condition 19</p>	Details to comply

25/0706/CES	<p>41 Macdonald Road Lightwater Surrey GU18 5XY Certificate of lawfulness for the proposed erection of a single storey side extension.</p> <p>NO OBJECTION – however, Members queried whether the proximity to the boundary might necessitate a full planning application.</p>	Certificate Proposed Development
25/0712/NMA	<p>Lightwater Leisure Centre Lightwater Country Park The Avenue Lightwater Surrey GU18 5RG A non-material amendment to planning permission 24/0156/FFU (for the erection of a canopy for the development of padel tennis courts, pickle ball courts with associated customer kiosk, toilet, means of enclosure, lighting and associated infrastructure) to provide an alternative elevation finish to the canopy and revised arrangements for the kiosk</p> <p>Members resolved to COMMENT as follows:</p> <p>Windlesham Parish Council defers to the professional judgement of Surrey Heath Borough Council as the Local Planning Authority in determining whether the proposed alterations constitute non-material amendments within the meaning of the planning legislation.</p>	Non Material Amendment
25/0684/FFU	<p>32A Ambleside Road, Lightwater, Surrey, GU18 5TA Retrospective planning permission for the installation of new boundary gates.</p> <p>NO OBJECTION</p>	FPA
	Windlesham Applications	
25/0664/FFU	<p>Land East Of New Place, London Road, Sunningdale, Ascot, Windsor And Maidenhead Erection of self build detached two storey dwelling with associated landscaping and parking.</p> <p>OBJECTION</p> <p>Members resolved to object for the following reasons:</p> <p>The Environment Agency has objected to this application for two reasons. Firstly, they consider that the site is within Flood Zones 2 and 3 (medium and high risk of flooding respectively) and that part of the site is located within Flood Zone 3b (functional floodplain). Secondly, the Environment Agency has stated that a Flood Risk Assessment is required. There is an anomaly in that the applicant believes the site to be within Flood Zone 1, therefore with a low risk of flooding (Design and Access Statement point 4.2). WPC requests that SHBC confirm the position, but assuming that the Environment Agency is correct, we support their objections.</p>	FPA

	<p>An identical application was previously refused on appeal (21/1133/FFU) on the basis that it constituted inappropriate development in the Green Belt. The site is essentially a field surrounded by trees with an access road running through it. Members queried whether it meets the conditions for “previously developed land” or “grey belt land”.</p>	
25/0716/GPS	<p>Windlesham Garden Centre , London Road, Windlesham, Surrey, GU20 6LL Installation of Solar PV equipment on the roofs of 7 buildings located at Lavershot Barns.</p> <p>Members resolved NO OBJECTION with the following COMMENT:</p> <p>The applicant is seeking a Certificate of Lawfulness for the installation of solar panels on commercial premises. We ask that SHBC confirm that none of the panels are to be installed on any of the buildings which are subject to enforcement. WPC requests that SHBC confirm that the solar panels will not protrude more than 0.2 metres beyond the plane of the roof slopes (one of the conditions). The Application Form confirms that they will not protrude more than 0.2 metres, whereas the supporting report by Lewandowski Architects dated June 2025 states the opposite at point 1. It is suspected this might be a typo in the report.</p>	Class J Part 14
25/0715/ADV	<p>Windlesham Garden Centre London Road Windlesham Surrey GU20 6LL Application for advertisement consent for the display of Installation of Non-Illuminated Aluminium V Signage on Three Aluminium Posts with Bolted Panels.</p> <p>Members resolved to COMMENT:</p> <p>WPC requests that SHBC take into account the neighbours' comments, in particular concerning the size and style of the sign. It was noted (from the Application Form) that the applicant does not own the land on which it will be placed, which borders the highway. The applicant seeks permission to install the sign on this land as part of this application. Members felt that this aspect could be outside the scope of an application for advertisement consent.</p>	Advert
25/0665/FFU	<p>Woodcote Lodge , Snows Ride, Windlesham, Surrey, GU20 6PE Erection of single storey side/rear extensions, following demolition of existing side extension and erection of new front porch following demolition of existing front porch. Erection of two storey rear/side extensions to first and second floor. Conversion of loft with roof alterations including partial increase in ridge height and insertion of dormers. Extension to basement to provide habitable accommodation with associated works and landscaping.</p> <p>Members resolved to COMMENT as follows:</p>	FPA

	<p>This property is not a Listed Building, but it is locally listed. A Heritage Report has been submitted which considers the property to be of low to medium historic interest (criterion A) and of moderate architectural and artistic interest (criterion C). We request that SHBC consider whether this is a reasonable application of the heritage significance criteria.</p> <p>As this is a locally listed historic property, Members are concerned about aspects of the proposals, in particular the 3 dormer windows at the front of the property and the substantial amount of glazing within the rear extensions, to be used as new breakfast and garden rooms.</p> <p>This property is set within the Green Belt. Increases in floorspace and volume of up to 30% are generally considered to be proportionate and thus acceptable. The figures provided are well within this range (12.3% for floorspace and 13.2% for volume).</p> <p>It is noted that there is evidence of bats in the roof space and that further investigative work will be required. WPC asks for the neighbours' concerns to be considered in relation to potential highway issues during construction and potential damage to the neighbours' property.</p>	
25/0665/FFU	<p>Woodcote Lodge, Snows Ride, Windlesham, Surrey, GU20 6PE Erection of single-storey side and rear extensions, a two storey rear/side extension, raising the ridge height of part of the existing roof, insertion of four dormer windows in the roof, a basement extension and an entrance porch together with associated external alternations following demolition of existing side extension and front porch.</p> <p>Amendment: Amended description **You were originally consulted on this planning application and given the opportunity to submit written comments. I am writing to inform you that we have now received revisions to this submission (as detailed above) and you are invited to provide any further comments relating to the proposal and to these revisions.**</p> <p>This appears to be the initial wording of the description of the works. WPC's response to this application (to be submitted to SHBC) is set out above, beneath the slightly longer description of the works, immediately preceding this item in the agenda and minutes.</p>	FPA
25/0672/FFU	<p>Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY Erection of single storey rear extension and alterations to the fenestration. (Retrospective)</p> <p>NO OBJECTION</p>	FPA
25/0731/CEU	<p>Oakwood Barn, Woodlands Lane, Windlesham, Surrey, GU20 6AT Certificate of lawfulness for the existing 4 bay detached garage, outdoor swimming pool including plant room and garden summer house.</p> <p>Members resolved to OBJECT as follows:</p>	Certificate of Existing Use

	<p>It is a concern that development on this scale has taken place on the Green Belt without planning permission. There is a quadruple garage (13.035m x 6m), a summer house (7.2m x 5m), a swimming pool (10.8m x 6m) and a plant room (4.8m x 3m). A Certificate of Lawfulness is sought on the basis that the works are stated to have been completed more than 4 years ago. The application is supported by a statutory declaration, emails relating to the commissioning of the pool and plant room, a photo of the completed garage dated 1 February 2021, a photo of the garden room dated 29 September 2020, and a photo from Google Earth dated 16 July 2021.</p> <p>Members requested that SHBC review the material provided and confirm authenticity. In our view, a site visit would also be appropriate.</p>	
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There being no further business, the meeting closed at 19:05



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE

Held on Wednesday 13th August 2025 at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater.

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	A	Marr	P
Du-Cann	P	Stevens	P		

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

P - present A – apologies PA – part of meeting - no information

PLAN/25/24	Apologies for absence Apologies were received and accepted from Cllr Turner.
PLAN/25/25	Declarations of interest Cllr Marr declared a non-pecuniary interest in application number 25/0784/DTC as she has worked with the applicant on a working party.
PLAN/25/26	Public question time No public questions.
PLAN/25/27	Exclusion of the press and public No Exclusions to the press and public.
PLAN/25/28	To consider making a response to a Runnymede Borough Council consultation: Thorpe Neighbourhood Forum: Redesignation application Members unanimously resolved not to submit a response to the consultation.
PLAN/25/29	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications	
25/0772/FFU	<p>24 Waverley Road, Bagshot, Surrey, GU19 5JL Conversion of an existing garage to a habitable accommodation with changes to fenestrations.</p> <p>NO OBJECTION</p>	FPA
25/0771/FFU	<p>Unit 2A, 150 London Road, Bagshot, Surrey, GU19 5DF Planning permission for the use of Unit 2A (Class E) as a 24-hour gym or for retail uses.</p> <p>NO OBJECTION with the following Comment:</p> <p>It is noted that the main car park is officially closed overnight when Waitrose is not trading. It is recommended that a planning condition be imposed requiring all overnight parking (between 23:00 and 07:00) to take place in the overflow car park only. In addition, a comprehensive Noise Management Plan should be required to demonstrate how potential disturbance to nearby residents will be prevented and monitored.</p>	FPA
25/0768/FFU	<p>37 Yaverland Drive, Bagshot, Surrey, GU19 5DX Erection of a single storey side extension.</p> <p>NO OBJECTION with the following Comment: The applicant may wish to apply for a dropped kerb in order to formalise the existing parking arrangements.</p>	FPA
25/0790/FFU	<p>Otium House, 2 Freemantle Road, Bagshot, Surrey, GU19 5LL Change of use from Class E (Office) to residential Class C3 (dwelling) to facilitate the creation of 7x1-bedroom flats together with alterations to the fenestration and openings, installation of canopies and vents, landscaping, and parking.</p> <p>NO OBJECTION with the following Comment: It is noted that parking provision may be inadequate for the proposed development.</p>	FPA
	Lightwater Applications	
25/0777/PMR	<p>17 Turnville Close, Lightwater, Surrey, GU18 5UA Application under Section 73 of the Town and Country Planning Act to vary condition 2 (approved plans) and condition 3 (facia materials) relating to application 22/0610/FFU (Construction of additional storey to bungalow together with two storey front porch.).</p> <p>Members resolved to COMMENT as follows:</p> <p>Concerns are raised regarding the proposed use of rendering in place of matching bricks, as full rendering would not be in keeping with the character of the surrounding properties. Windlesham Parish Council has already objected on this basis. It is recommended that the applicant adopt a part-rendered finish, consistent with other properties on the road, in</p>	Relaxation/M odification

	accordance with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.	
25/0767/DTC	<p>Lightwater Country Park, The Avenue, Lightwater, Surrey, GU18 5RG</p> <p>Submission of details to comply with Conditions 7 (Construction Environmental Management Plan) and 9 (hard surface construction within root protection areas) attached to planning permission 24/0156/FFU for erection of canopy for the development of padel tennis courts, pickle ball courts with associated customer kiosk, toilet, means of enclosure, lighting and associated infrastructure.</p> <p>Members resolved to COMMENT as follows:</p> <p>Windlesham Parish Council noted the application and resolved to defer to the professional judgement of Surrey Heath Borough Council's planning officers in assessing the application.</p>	Details to comply
	Windlesham Applications	
25/0676/DTC	<p>St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS</p> <p>Submission of details to comply with condition 12 (trees) attached to planning permission 23/0581/FFU for Erection of nine dwellings following demolition of existing dwelling.</p> <p>Windlesham Parish Council has already considered this application at the planning meeting of 16 July 2025, and the comments were published on SHBC's website on 18 July 2025.</p>	Details to comply
25/0776/FFU	<p>6 Kent Road, Windlesham, Surrey, GU20 6JF</p> <p>Erection of a two-storey side extension, side dormer window, conversion of loft into living space and new front porch.</p> <p>Members resolved to COMMENT as follows: These proposals would create significant increased bulk, particularly at first floor level. There is a concern about the scale and dominance of the proposal and impact on the street scene in the immediate area.</p> <p>However, Members resolved OBJECTION in relation to the proposal to replace the hung tiles on the exterior of the dwelling with vertical oak timber cladding. This would completely change the appearance of the house and would be particularly impactful if the house were to be extended as proposed. Timber cladding is not a feature of the area. This would be out of keeping with the appearance and design and the character of neighbouring houses and the area in general.</p>	FPA
25/0793/FFU	<p>2 Hillside Cottages, Broadway Road, Windlesham, Surrey, GU20 6BY</p> <p>Erection of a single storey rear extension, first floor side extension following demolition of existing.</p> <p>NO OBJECTION with the following comment:</p>	FPA

	<p>Planning permission has already been granted for a similar application on this site (25/0099/FFU). The original application involved the conversion of an outbuilding at the rear of the property. However, the submitted report on the structural condition of the outbuilding advises that the outbuilding is in very poor condition and recommends demolition. We assume that this is the reason for the new application, as the rear element of the proposal requires a new build rather than a conversion.</p> <p>Members request that SHBC determine whether the dimensions (especially height) of the proposed new build element are the same, or not materially different from those previously approved, as this is difficult to ascertain from the material provided. This is to ensure that this new proposal would not have a greater impact on the neighbouring property in terms of loss of light and privacy than the approved version.</p> <p>All materials in the newly built section should match the existing ones.</p>	
25/0784/DTC	<p>The Ferns, Woodlands Lane, Windlesham, Surrey, GU20 6AS</p> <p>Submission of details to comply with condition 3 (drainage), condition 4 (Ecology and habitat mitigation strategy), condition 5 (CTMP), condition 6 (CEMP) and condition 7 (AMS _ TPP) relating to 23/0486/FFU for the Demolition of existing dwelling and erection of seven dwellings with associated landscaping and parking.</p> <p>Members resolved to COMMENT as follows:</p> <p><u>Drainage (Condition 3)</u></p> <p>The Sustainable Drainage Assessment dated 28 July 2025 notes that there are no public surface water sewer or combined sewers located within the vicinity of the site. The proposed SuDS strategy is therefore comprised of soakaways, permeable paving and rainwater harvesting butts. Members rely on SHBC to ensure that the technical aspects of the report are sound and that the proposals follow best practice, particularly those relating to flood protection both on and off site.</p> <p><u>Ecology and Habitat Mitigation Strategy (Condition 4)</u></p> <p>The Ecology & Habitat Mitigation Strategy report prepared by Gradwell Ecology and dated 28 July 2025 must be approved in writing by SHBC before any development, including demolition works, can take place. The report sets out several aims and objectives, including the protection of bats, nesting birds, reptiles and small mammals. SHBC's expertise will be required in particular in relation to the measures relating to bats, which are protected species and which are roosting within the main building to be demolished.</p> <p><u>Construction Transport Management Plan (Condition 5)</u></p> <p>Commencement: There is a lack of clarity on when the provisions in the CTMP take effect. Condition 5 provides that "the approved Construction Transport Management Plan shall be adhered to throughout the construction period for the development". However, it is not clear when the construction period is deemed to start. In our view, the CTMP should cover the period when the existing house is demolished and trees removed, prior to the construction of the 7 new dwellings. This</p>	Details to comply

	<p>would include the provisions relating to neighbour and community liaison and the supply of site manager details as a point of contact for neighbours.</p> <p>Parking: There is a concern that staff and contractors' cars could be parked on surrounding roads, although it is noted that the CTMP specifies (clause 3.2) that no contractor/staff parking will be permitted on Woodlands Lane. It is stated that the site compound will provide parking for approximately 4 vehicles for staff and contractors (clause 3.1). However, it is stated that there could be up to 15 staff on site on any given working day (clause 3.29). This is an issue due to other significant developments taking place in the immediate vicinity.</p> <p>Vehicle routing: It should be ensured that all construction traffic follows the designated routes as it can create a safety hazard if routes are used which have not been assessed and approved or ignore the local 7.5T weight restrictions.</p> <p><u>Construction Environmental Management Plan (Condition 6)</u> Commencement: The same point arises as in relation to the CTMP. It should be clarified that the CEMP is also effective during the demolition phase, including the provisions relating to community liaison, communication and complaints.</p> <p>Noise, vibration and dust: It is noted that measures have been included to minimise and monitor noise, vibration and dust. This is essential as this is a residential area. Piling, in particular, should be undertaken using methodologies which minimise noise and vibration.</p> <p><u>Arboricultural Method Statement and Tree Protection Plan (Condition 7)</u> These documents must be approved in writing by SHBC before any site clearance, preparatory work or development can take place. We rely on the expertise of SHBC's arboricultural officer in this regard.</p>	
25/0867/DTC	<p>Ming, London Road, Windlesham, Surrey, GU20 6PG Submission of details to comply with Condition 10 (CTMP), Condition 13 (Noise assessment), Condition 16 (Scheme of Ecological Enhancement) and Condition 17 (Environmental Management Plan) relating to 24/0343/FFU for the erection of detached two storey with roof accommodation block of flats comprising 4no 2-bed and 2no 1-bed flats and 2no 5-bed detached two storey dwellings with roof accommodation with car parking and landscaping following demolition of existing restaurant building.</p> <p>Members resolved to COMMENT as follows: Only an application form has been submitted, with no additional information provided to demonstrate compliance with the relevant conditions. The Parish Council is therefore unable to comment at this stage. Further documents are requested, and the Council reserves the right to submit comments once the necessary information becomes available.</p>	Details to comply
25/0870/GPT	<p>Land South East, Side Broadway Road, Windlesham, Surrey, GU20 6BY</p>	General Permitted

	<p>Notification under Regulation 5 of the Electronic Communications Code Regulations 2017 for the alteration to Vodaphone installation on existing EE/H3G tower.</p> <p>Members resolved to COMMENT as follows: Members noted this formal notification of permitted development works on the existing communication tower. This does not constitute an application for planning permission.</p>	<p>Development Telecoms</p>
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There being no further business, the meeting closed at 11:31



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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE

Held on Wednesday 3rd September 2025 at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater.

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Marr	P
Du-Cann	P	Stevens	P		

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

P - present A – apologies PA – part of meeting - no information

PLAN/25/30	Apologies for absence No Apologies for absence.
PLAN/25/31	Declarations of interest No Declarations of Interest.
PLAN/25/32	Public question time No public questions.
PLAN/25/33	Exclusion of the press and public No Exclusions to the press and public.
PLAN/25/34	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications	
25/0883/ADV	17 High Street, Bagshot, Surrey, GU19 5AG Application for advertisement consent for the display of wall mounted LED digital information and advertising display.	Advert

	<p>Objection for the following reasons:</p> <ul style="list-style-type: none"> • Conservation area impact- the proposal lies within a designated conservation area and would negatively impact the areas character and appearance. • Light pollution- the display would generate unnecessary light pollution, adversely affecting the amenity of nearby residents. • The design is out of character and visually intrusive. • The display is considered inappropriate for the setting. 	
24/1049/FFU	<p>Oakhouse, 5 Regent Court, Bagshot, Surrey, GU19 5QD, Demolition of existing garage, subdivision of plot and erection of a self-build 3-bedroom dwelling.</p> <p>Objection for the following reasons:</p> <ul style="list-style-type: none"> • Breach of Covenants– The proposal conflicts with established covenants and the strict design rules that apply to Connaught Park. • Encroachment on Land– The development appears to extend beyond its appropriate boundary. • Overdevelopment of the Site– The scale of the proposal represents an overdevelopment, out of proportion with the character of the estate. • Highways and Parking Impact– The scheme would exacerbate existing traffic congestion and create additional parking pressures, to the detriment of local residents. • Insufficient Detail in Plans– The submitted plans lack clear dimensions and necessary detail, making it difficult to properly assess the true impact of the proposal. <p>The council requests that it be called in for consideration by the SHBC planning committee.</p>	FFU
25/0920/DTC	<p>Solstrand, Station Road, Bagshot, GU19 5AS Submission of details to comply with condition 19 (drainage report) attached to planning permission 21/1176/FFU for the demolition of existing dwelling and all associated buildings and structures and erection of 3 detached three-bedroom dwellings with associated car parking, refuse storage and collection point and landscaping.</p> <p>Members resolved to Comment as follows:</p> <ul style="list-style-type: none"> • Further detailed information is required to fully understand the potential implications of the proposal. • There are serious concerns regarding the impact on Hart Dene Court, where existing drainage problems are already contributing to flooding. 	DTC

	<ul style="list-style-type: none"> The application lacks sufficient detail, including drawings, and does not demonstrate how adequate drainage will be provided. 	
	Lightwater Applications	
25/0886/FFU	<p>6 Junction Road, Lightwater, Surrey, GU18 5TQ Erection of single storey ancillary use outbuilding in rear garden.</p> <p>Objection for the following reasons:</p> <ul style="list-style-type: none"> Insufficient Information– The application fails to provide adequate detail on the full dimensions of the proposal, making proper assessment difficult. Overdevelopment– The height, bulk and proximity to the boundary result in an overdevelopment that is out of scale with its setting. Potential Future Use– If permission were to be granted, a condition should be imposed to ensure the building cannot be used as habitable accommodation. 	FPA
25/0356/FFU	<p>9 Christie Close, Lightwater, Surrey, GU18 5UG Erection of a two storey side extension, following demolition of existing attached garage and erection of a replacement attached garage at the rear of the property.</p> <p>No objection with the following comments- Clarification is required regarding access arrangements to the proposed garage. Concerns are also raised over construction management, given the location on an already busy road.</p>	FPA
25/0893/FFU	<p>14 Curley Hill Road, Lightwater, Surrey, GU18 5YG Replacement self-build dwelling following demolition of existing property.</p> <p>Objection for the following reasons:</p> <ul style="list-style-type: none"> Overdevelopment of the Site– The scale and intensity of the proposal represent an overdevelopment. Harm to the Street Scene– The design and appearance are out of character with the surrounding properties. Loss of Bungalow Housing– The proposal would result in the loss of much needed bungalow accommodation. Conflict with the Lightwater Design Statement– The development fails to respect the guidance set out in the Lightwater Design Statement, which seeks to protect and enhance the village character. 	FPA
25/0788/FFU	<p>140 Guildford Road, Lightwater, Surrey, GU18 5RW Erection of raised decking and landscaping works including increased levels to the rear garden.</p> <p>Objection for the following reasons:</p>	FPA

	<ul style="list-style-type: none"> • Privacy Concerns– loss of privacy for adjoining residents. <p>Members also note the retrospective Nature of the Application</p>	
	Windlesham Applications	
25/0781/NMA	<p>Heathpark Wood, Heathpark Drive, Windlesham, Surrey A non-material amendment to Conditions 1 and 2 of 20/0318/RRM (as amended by 24/0405/NMA and 24/0688/NMA) to allow the substitution of external materials [bricks/tiles] specified by the approved drawings.</p> <p>Comment as follows: Members understand that the approved Ibstock Capital Brown bricks are no longer in production due to the closure of the Leybrook brickworks and the approved Marley Ashdown plain tiles in Ashurst colour have been discontinued. The applicant is, therefore, seeking approval for suitable alternative bricks and tiles. The applicant has provided photos of the suggested alternative bricks and tiles. From the photographs provided, the proposed bricks (Ashdown Medium Multi (Ibstock)) appear to be a good match. The proposed tiles (Forticrete Gemini Sunrise Blend Plain interlocking tiles) appear from the photos to be of a more uniform colour and shape to those which have been approved. Members rely on SHBC to review to review physical samples of the proposed bricks and tiles to ensure that they are a reasonable substitute.</p>	Non Material Amendment
25/0785/FFU	<p>The Gatehouse, Earlwood Manor, Sunninghill Road, Windlesham, Surrey, GU20 6PP Partial front demolition and alterations to existing gatehouse to enable the installation of ramp and staircase, new fencing, hard and soft landscaping, car parking and associated works.</p> <p>No Objection with the following Comment: Members understand the following to be the case:</p> <ul style="list-style-type: none"> - This is Green Belt land. However, the proposal includes the demolition of part of the existing building, resulting in a reduction in built form. The Application Form shows a reduction in gross internal floorspace from 112m2 to 73m2. - The building is to be used as a new postroom, samples storage and archive review room. Post will be delivered from this building to the wider site. - These proposals will not change the existing agreed access arrangements to the site. - The recommended bat surveys will be carried out and any advice followed. 	FPA
25/0750/FFU	<p>34 Poplar Avenue, Windlesham, Surrey, GU20 6PN Erection of a single storey rear extension.</p>	FPA

	No Objection	
25/0891/FFU	<p>1 Chertsey Road, Windlesham, Surrey, GU20 6EN Proposed retention of pergola within pub garden area.</p> <p>Comment as follows:</p> <p>This is a retrospective application for the retention of the wooden pergola structure (erected on 1 May 2025) within the existing garden of The Sun pub and to add a roof. It is regrettable that the pergola has been constructed without planning permission.</p> <p>Noise: Members support local businesses, appreciate their contribution to the local economy and understand the need to attract customers and remain commercially viable. However, there are concerns that increased use of the pub garden area resulting from the pergola could lead to more customer noise, especially if it occurs late into the evening. The pub is situated in the village centre and residences are located nearby. If this application is approved, we suggest that a Noise Management Plan should be required.</p> <p>Members also request that SHBC investigate if this outdoor area is licensed for outdoor entertainment.</p> <p>Appearance and design: This factor is important as the pub is located within the Updown Hill Conservation Area and is a Building of Interest within the Windlesham Conservation Area Character Appraisal (March 2000).</p> <p>The elevations diagrams show that it is proposed that the roof will be made of “PVC corrugated grade roof sheet”. Members request that SHBC determine the precise nature of this material, that it is of suitable quality, will complement the existing building and will not accumulate unsightly dirt and vegetation within the grooves.</p> <p>It appears that the sides of the pergola structure will remain open. However, we request that SHBC establish whether it is proposed that they could be enclosed for extra protection against inclement weather, perhaps by plastic or canvas sheeting, and consider any potential negative impact on appearance and character.</p> <p>Lighting: The pergola is currently strewn with several strands of numerous lightbulbs. There is no mention of lighting within the pergola in the application. We assume that a separate planning application would be required for any lighting. This is a potential issue in view of the nearby residences. If lighting is considered as part of this application, we request that SHBC consider the number and lumens of the bulbs. We suggest that there should also be conditions regarding the timing of any such lighting, particularly that it should be switched off at night.</p> <p>Members note that no comments have been received from residents on this application to date, and the Council requests that SHBC gives full consideration to any that may be submitted.</p>	FPA

There being no further business, the meeting closed at 11:27



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**MINUTES OF A MEETING OF AN EXTRAORDINARY MEETING OF WINDLESHAM
PARISH COUNCIL'S COMMUNICATIONS COMMITTEE**
Held on Wednesday 28th August 2025 at 9.30am at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Malcaus-Cooper	P	Lewis	A
Wilson	-	Stevens	P		

In attendance: Joanna Whitfield –Clerk to the Council
S Kiernan – Communications and Engagement Officer
Cllr Turner – Lightwater Councillor

Cllr Malcaus Cooper took the Chair

P - present A – apologies PA – part of meeting - no information
S – Substitute E- Ex-Officio

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		Action
COMM/25/10	Apologies for absence Apologies for absence were received from Cllr Lewis.	
COMM/25/11	Declarations of interest None	
COMM/25/12	Public question time A question was raised by Cllr Turner, requesting that the Committee publish a statement correcting misinformation about the Parish Council, currently being circulated in Windlesham	
COMM/25/13	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:	

	There were no items to be discussed in the confidential part of the meeting.	
COMM/25/14	<p>To discuss Challenges and Solutions in Sharing Council Communications on Community Social Media Platforms</p> <p>Members discussed the challenges posed by the Council's reliance on third-party social media platforms to communicate with residents, particularly in the context of the ongoing Community Governance Review (CGR). Following a public question raised earlier in the meeting, which highlighted the circulation of misinformation within Windlesham, Members also considered how the Council could respond effectively to ensure that residents are equipped with accurate information, despite limitations on Council access to local social media groups.</p> <p>To address these concerns, Members received a summary of the alternative communication strategies currently being employed. These included the strategic boosting of a Facebook post relating to the CGR, which had reached 6,650 views and resulted in 95 link clicks to date — demonstrating a positive response.</p> <p>In addition, Members considered the potential benefits of establishing a presence on the Nextdoor platform. It was noted that this is used by a number of other local councils to engage with residents who may not use Facebook, and would serve to broaden the Council's digital reach.</p> <ol style="list-style-type: none"> 1. It was unanimously resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair of the Communications Committee, to establish a verified Nextdoor account for Windlesham Parish Council. This is to further broaden the Council's communication channels, particularly for residents not active on Facebook. 2. It was resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair of the Communications Committee, to publish a fact-check news bulletin on the Parish Council's website and media pages. This will provide accurate information relating to the Council. <p>Members noted public concerns raised in a Facebook discussion thread, which highlighted the risks of relying on third-party social media platforms for official Council communications. The thread called for the Council to consider how it engages with residents who are not digitally enabled.</p> <p>The Communications Officer informed Members that indicative costs had been obtained for a direct mailshot to all households within the Parish. In response, the Clerk advised Members to carefully consider the cost versus the potential benefit of this approach. It was highlighted that, given the timing, a mailshot would likely not be delivered until the latter stages of the current consultation period, which would significantly limit its effectiveness. While the importance of ensuring residents are well-informed during the Community</p>	<p>Clerk, Chair & Vice Chair</p> <p>Clerk, Chair & Vice Chair</p>

	<p>Governance Review consultation was acknowledged, Members were reminded that this is only the initial phase of a wider process. The Clerk emphasised the need to weigh the financial implications against the likely impact at this stage.</p> <p>3. It was resolved that, at this initial stage of the Community Governance Review consultation, the cost of a direct mailshot was disproportionate to the anticipated benefit. Instead, Members resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair of the Communications Committee, to produce and publish posters and leaflets for distribution in prominent public spaces throughout the villages. This activity is to be undertaken within the agreed communications budget. It was also resolved that the same information would be made available via the Parish Council's website and social media platforms to ensure consistent messaging and maximise public engagement across both digital and non-digital channels. The option of a direct mailshot will be reconsidered at a future meeting, should circumstances or the stage of consultation warrant wider outreach.</p> <p>Cllr Malcaus Cooper proposed the establishment of an e-newsletter for Windlesham Parish Council, including the creation of an online sign-up facility to build a subscriber database and broaden the Council's communications reach.</p> <p>4. It was resolved to proceed with the implementation of an e-newsletter and to set up a MailChimp account for this purpose, with any associated costs to be met from the existing marketing budget.</p>	<p>Clerk, Chair & Vice Chair</p> <p>Comms Officer</p>
COMM/25/15	<p>Review and Amendment of the Communications Strategy and Media Policy</p> <p>Members were presented with a recommendation to amend the social media policy to remind members of the public that comments and feedback are welcome via social media; however, these will not be regarded as official correspondence, and the council is not obliged to respond to any such messages.</p> <p>Members discussed the importance of ensuring that this policy also applies to Councillors when interacting with or commenting on official Council posts, to maintain consistency and clarity in public communications.</p> <p>It was resolved to amend and adopt the wording presented to ensure it is clear that the policy applies equally to Councillors when engaging with Council social media content. See amended wording below:</p> <p><u>Status of Social Media Communications</u> The Council welcomes public engagement across a range of platforms; however, posts or messages from members of the public</p>	<p>Comms Officer</p>

via social media platforms (such as Facebook and Instagram) shall not be regarded as official correspondence.
The Council is not obliged to respond to any such messages.
Residents wishing to contact the Parish Council formally must do so by:

- Emailing the Parish Clerk at clerk@windleshampc.gov.uk
- Submitting a written letter to:
The Council Office, The Avenue, Lightwater, GU18 5RG
- Using the online contact form on the Council's official website:
www.windleshampc.gov.uk

House Rules for Social Media Engagement

All users (including Councillors) engaging with the Council via social media must comply with both the respective platform's Terms of Use and the following conditions:

- You are wholly responsible for any content you post, including shared material.
- Posts considered inappropriate by the Council may be removed in part or in full.
- The Council will report and remove any social media accounts misusing Windlesham Parish Council branding or imagery without permission.

The Council reserves the right to hide or remove posts, comments, or private messages that contain:

- Graphic, sensitive, or offensive imagery
- Abusive or obscene content
- Discriminatory language or conduct
- Misinformation, disinformation, or malinformation
- Off-topic or irrelevant comments
- Public mentions of Council staff by name
- Derogatory or accusatory remarks about individual Officers or Councillors
- Private or personal information about staff or Councillors irrelevant to their role
- Intellectual property infringement
- Content in breach of legal or regulatory obligations
- Spam, trolling, or persistent disruptive behaviour

Before any content is removed, the Council may take screenshots of the material and retain it in line with the Council's privacy policy to justify the moderation action.

Repeat violations may lead to the user being blocked or reported to the platform provider. A private warning message will typically be

	<p>issued before such action is taken, explaining the breach and potential next steps.</p> <p>The Council also reserves the right to challenge or correct inaccurate or misleading public information, including escalating complaints to the Independent Press Standards Organisation (IPSO) where necessary.</p> <p>Users who witness a post they believe violates these rules are encouraged to report it directly through the platform's moderation tools.</p>	
COMM/25/09	<p>Communications Officer Update</p> <p>Nothing to report</p>	

There being no further business, the meeting closed at 10:48



Windlesham Parish Council

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The Council Offices
The Avenue
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Surrey
GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S BAGSHOT VILLAGE COMMITTEE

Held on Tuesday 22nd July 2025 at 7:00pm at St Anne's Church Centre, Church Road, Bagshot

Councillors	
Bakar	P
Du Cann	P
Gordon	P
White	P
Willgoss	P
Wilson	P

In attendance: Sarah Wakefield– Assistant Clerk

Cllr Rob Lee- Surrey Heath Borough Councillor
Chris Phoenix- Resident

Cllr Willgoss outgoing Chair

Cllr Willgoss took the Chair

P - present A – apologies PA – part of meeting - no information

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		Action												
BVC/25/01	<p>To appoint a Chair and Vice Chairman of the Committee for the ensuing year</p> <p>One nomination was received as follows: Cllr Du Cann nominated, and Cllr Gordon seconded Cllr Willgoss as Chairman of the Committee.</p> <p>A recorded vote was taken as requested by Cllr Willgoss</p> <table><tr><td>Cllr Bakar</td><td>In favour</td></tr><tr><td>Cllr Du Cann</td><td>In favour</td></tr><tr><td>Cllr Gordon</td><td>In favour</td></tr><tr><td>Cllr Wilson</td><td>Against</td></tr><tr><td>Cllr Willgoss</td><td>Did not vote</td></tr><tr><td>Cllr White</td><td>In favour</td></tr></table>	Cllr Bakar	In favour	Cllr Du Cann	In favour	Cllr Gordon	In favour	Cllr Wilson	Against	Cllr Willgoss	Did not vote	Cllr White	In favour	
Cllr Bakar	In favour													
Cllr Du Cann	In favour													
Cllr Gordon	In favour													
Cllr Wilson	Against													
Cllr Willgoss	Did not vote													
Cllr White	In favour													

	<p>It was resolved with 5 in favour and 1 against, to elect Cllr Willgoss as Chairman of the Committee.</p> <p>One nomination was received as follows:</p> <p>Cllr White nominated, and Cllr Bakar seconded Cllr Du Cann as Vice Chair of the Committee.</p> <p>A recorded vote was taken as requested by Cllr Willgoss</p> <table><tr><td>Cllr Bakar</td><td>In favour</td></tr><tr><td>Cllr Du Cann</td><td>In favour</td></tr><tr><td>Cllr Gordon</td><td>In favour</td></tr><tr><td>Cllr Wilson</td><td>In favour</td></tr><tr><td>Cllr Willgoss</td><td>In favour</td></tr><tr><td>Cllr White</td><td>In favour</td></tr></table> <p>It was resolved with all in favour, to elect Cllr Du Cann as Vice Chair of the Committee.</p>	Cllr Bakar	In favour	Cllr Du Cann	In favour	Cllr Gordon	In favour	Cllr Wilson	In favour	Cllr Willgoss	In favour	Cllr White	In favour	
Cllr Bakar	In favour													
Cllr Du Cann	In favour													
Cllr Gordon	In favour													
Cllr Wilson	In favour													
Cllr Willgoss	In favour													
Cllr White	In favour													
BVC/25/02	<p>Apologies for Absence</p> <p>No Apologies for Absence.</p>													
BVC/25/03	<p>Declarations of Interest</p> <p>There were no Declarations of Interest.</p>													
BVC/25/04	<p>To note the Committee’s Terms of Reference</p> <p>Members noted the committees Terms of Reference.</p>													
BVC/25/05	<p>Public question time</p> <p><i>Members unanimously resolved to suspend standing order 3 (e) to allow Cllr Lee to ask a question as he is not a resident of the Parish of Windlesham.</i></p> <p>Cllr Rob Lee raised the following question: Are there any plans by the Committee to celebrate the opening of the new footbridge connecting Bagshot and Lightwater?</p> <p>Cllr White responded that although the Bagshot Committee currently has no official plans in place, she has been liaising with the Bagshot Society regarding activities.</p> <p>Cllr Lee further suggested that the Committee consider installing a commemorative plaque to mark the opening of the bridge.</p> <p>Members agreed that this idea should be explored further and brought back for discussion at a future meeting. It was also noted that collaboration with the Lightwater Committee would be</p>													

	beneficial, with the possibility of installing a plaque on each side of the bridge.	
BVC/25/06	Exclusion of the press and public There were no exclusions to the press and public.	
BVC/25/07	Committee and Sub-Committee Minutes The minutes of the Bagshot Village Committee meetings held on the 7 th May 2025 were approved and signed by Cllr Willgoss.	Cllr Willgoss
BVC/25/08	Payment lists for approval The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £1,456.04. It was resolved payments to the total sum of £1,456.04 be authorised, and the Chair signed the Expenditure Transactions Approval List.	Cllr Willgoss
BVC/25/09	Committee finances – Income & Expenditure Report Members were presented with an income and expenditure report up until the 14 th July 2025. Members noted the report.	
BVC/25/10	Traffic & Infrastructure- to discuss the Bagshot Traffic Scheme Members discussed a recent meeting with Surrey County Council Highways who informed members that the current Bagshot Traffic Scheme has a budget shortfall between £80,000 and £100,000. It was noted during the meeting that WPC had already committed £100,000 towards the scheme from Bagshot CIL. Members were asked to discuss the possibility of allocating additional funding to the scheme and identify and agree on the priority elements of the project. Members unanimously resolved, in principle, to allocate up to £40,000 from the remaining Bagshot CIL funds towards the scheme. This allocation is subject to the receipt of a detailed breakdown of costings (to include the Lighting improvements at the crossings) and confirmation of the funding contribution from Surrey County Council. A final decision on the allocation will be made at a future meeting once this information is available. Members also agreed that the Guildford Road and High Street improvements should be prioritised within the scheme.	

	<p>However, it was emphasised that the pedestrian crossing on Bridge Road also requires updating. To help manage costs, members suggested scaling back the proposed traffic calming measures on Bridge Road by removing the build-out and raised tables and instead installing traffic cushions on either side.</p>	
BVC/25/11	<p>Bagshot Cemetery- to discuss the Cemetery Drainage and Pathways</p> <p>Members were informed that the appointed contractor for the cemetery drainage works had gone into liquidation and therefore new quotes had to be sought. It was also noted that as members had agreed to replace the cemetery pathway, it would be both practical and cost effective to appoint a contractor to carry out both projects at the same time.</p> <p>Members unanimously resolved to delegate authority to the Clerk in conjunction with the Chair and Vice chair to seek quotes to carry out the drainage and cemetery pathway works and appoint a contractor based on price and/or overall suitability. Members also agreed quotes for a grave digger to provide support services should also be sought and appointed under the same delegated authority.</p> <p>Members also unanimously resolved to fund the works from the remaining amount left in the Bagshot Cemetery EMR, once the agreed spends for the memorial wall refurbishments and 2 x cherry trees had been deducted. The remaining funds are to be taken from the £20,000 already committed from the Bagshot CIL, if required.</p>	<p>Clerk, Chair, vice chair</p>
BVC/25/12	<p>School Lane Field- a) To discuss the maintenance of School Lane Field Pond</p> <p>Members were given an update following a site visit with the SHBC Drainage Engineer. It was advised that the pond be drained by gravity, with remaining water pumped out, followed by dredging to remove silt and unwanted vegetation. Disposal of dredged material will require careful consideration. Installation of an outfall system with deeper pipework and a control chamber was proposed to support long-term maintenance. Dredging is expected to take up to two weeks, with estimated costs around £8,000. A formal quotation and further assessment of the outfall system is being sought.</p> <p>Members unanimously approved the dredging of the pond and requested quotations to include both options: full off-site removal of the silt and retention of the silt on site. Authority was delegated to the Clerk, in conjunction with the Chair and Vice Chair, to obtain quotes and appoint a contractor based on cost and overall suitability. The same approach was agreed for the proposed outfall system.</p>	<p>Clerk, Chair & vice chair</p>

	<p>It was further resolved that funding for the works would be drawn from the Environment Costs budget line.</p> <p>Members also noted the potential value of the removed silt and agreed to explore this opportunity further.</p> <p>b) An update on the Pathway Improvements</p> <p>Members acknowledged the update provided in the meeting papers and were informed that three quotations had been received. The Chair and Vice Chair will shortly be reviewing these.</p>	
BVC/25/13	<p>Grants</p> <p>No Grants to discuss.</p>	
BVC/25/14	<p>Clerks update</p> <p>New Memorial Wall</p> <p>The refurbishment of the new memorial wall in Bagshot Cemetery is now complete. Small paving slabs will be sourced to mark out individual plots.</p> <p>Members agreed to seek quotes to clean and to re render the wall.</p> <p>Planting of two new Cherry Trees in Bagshot Cemetery</p> <p>It was resolved at the May meeting to plant two Cherry trees in Bagshot Cemetery. Due to the current warm weather conditions, the planting has been scheduled for the autumn, when temperatures are more suitable to give the trees the best chance of successful establishment and long-term survival.</p> <p>Freemantle Playground</p> <p>Improvement works have been completed to add a drop bolt and sleeve to the gate at Freemantle Playground. Quotes are being sought to refurbish the benches at the playground.</p> <p>School Lane Field Pond</p> <p>The lifebuoy at School Lane Field Pond has been removed and thrown into a tree. However, it has been confirmed that Glendale have now retrieved the lifebuoy and replaced it into its casing.</p>	
BVC/24/63	<p>Correspondence</p> <p>The Assistant Clerk reported that correspondence had been received from residents regarding full bins in local green spaces.</p>	

	An invitation was also shared with members concerning participation in a new Shop Watch scheme.	
BVC/24/64	<p>Exclusion of the press and public - To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>No exclusions to the press and public.</p>	

There being no further business, the meeting closed at 19:59



Windlesham Parish Council

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**MINUTES OF A MEETING OF EXTRAORDINARY WINDLESHAM PARISH COUNCIL'S
LIGHTWATER VILLAGE COMMITTEE**
**Held on Tuesday 20th August 2025 at 6:15 pm at St Anne's Church Centre, 43 Church
Road, Bagshot**

Councillors	
Harris	P
Hartshorn	A
R Jennings-Evans	P
D Jennings-Evans	A
Malcaus Cooper	P
Stevens	P
Turner	P

In attendance: Joanna Whitfield- Clerk to the Council
Windsor Rackham – Lightwater Connected
Sue Rackham – Lightwater Connected
Andrew Winfer – Lightwater Scouts
1 x member of the public

Cllr Turner took the Chair

P - present A – apologies PA – part of meeting - no information

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		Action
LVC/25/20	To Elect a Chair for the Meeting In the absence of both the Chair and Vice-Chair, Cllr R Jennings-Evans nominated, Cllr Malcaus Cooper seconded, and it was resolved unanimously to elect Cllr Turner as Chair of the meeting.	
LVC/25/21	Apologies for absence Apologies for absence were received and accepted from Cllr Hartshorn.	
LVC/25/22	Declarations of Interest Cllr R Jennings-Evans declared a non-pecuniary interest in Item 6, noting that in her capacity as a County Councillor, she had also been approached in relation to a grant request.	

	<p>Cllr Malcaus Cooper declared a non-pecuniary interest in item 5 on the agenda, noting that in her capacity as Chair of the Lightwater Society and being the leaseholder of the Briars Center, she works closely with the Scouts.</p> <p>Cllr Turner also declared a non-pecuniary interest in items 5 &6, noting his position as Council representative on Lightwater Connected and a connection to the Scouts in a personal capacity.</p>	
LVC/25/23	<p>Public question time</p> <p>There were no public questions.</p>	
LVC/25/24	<p>Exclusion of the press and public.</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>It was agreed that there were no items to be discussed in the confidential part of the meeting.</p>	
LVC/25/25	<p>Lightwater Recreation Ground-</p> <p>Members were reminded that at the April 2025 meeting of the Lightwater Village Committee, Members resolved to allow the 1st Lightwater Scouts to use the Recreation Ground for their annual bonfire and fireworks display in November 2025. However, Members raised concerns regarding post-event fire safety, noting that cordoning off the bonfire site alone was inadequate and requesting that the fire be fully extinguished before being left unattended.</p> <p>Following that meeting, discussions were held with the event organisers to review fire safety arrangements. The organisers reported that:</p> <ul style="list-style-type: none"> • They had explored extinguishing options with Surrey Fire & Rescue Service and a private fire safety contractor. • Both advised that dousing the fire with water would create significant smoke hazards affecting the Lightwater Bypass and neighbouring properties, and could also cause field damage and contamination. <p>The Council sought further guidance from:</p> <ul style="list-style-type: none"> • SHBC Environmental Health Officer, who consulted with the Fire Station Commander for Camberley and Godalming. <ul style="list-style-type: none"> ◦ The Commander advised that the safest and most practical approach is to fence off the bonfire with suitable safety barriers and allow it to burn out naturally under controlled conditions. • Safety Advisory Group (SAG), which supports safe event planning and includes representatives from fire, police, ambulance, highways, licensing, and environmental health. <ul style="list-style-type: none"> ◦ The Chair of SAG has requested an event application and risk assessment from the organisers. Once submitted, SAG will determine whether additional advice is necessary. ◦ The completed event plan will be shared with emergency service control rooms for the night of the event. 	

	<p>Based on the advice received, Members were asked to:</p> <ul style="list-style-type: none"> • Reconsider the April 2025 resolution requiring complete extinguishing of the bonfire. • Request an updated fire safety plan from the Scouts, incorporating any guidance provided by SAG. <p>It was unanimously resolved that the Scouts must ensure the area surrounding the fire is suitably secured following the event, using Heras fencing or an alternative as advised by the Safety Advisory Group (SAG). Furthermore, the Scouts are to be requested to provide an updated fire safety plan incorporating any other guidance issued by SAG.</p>	
LVC/25/26	<p>Grant Applications</p> <p>Members reviewed a grant application from Lightwater Connected, requesting financial support to fund a bi-monthly supplement to the 'Village Life' magazine, listing all local events, meetings, and functions undertaken by all voluntary groups in Lightwater.</p> <p>Cllr Turner proposed, Cllr Malcaus Cooper seconded, and it was resolved with 4 in favour and 1 against, to grant £250 towards the project. It was also resolved that should the Committee have any grant funds remaining at the end of the financial year, a further grant would be considered.</p>	

There being no further business, the meeting closed at 18:38

Agenda Item 7 - Council Insurance - Renewal September 2025
Full Council 30th September 2025

The Council's insurance policy is due for renewal on 1st October 2025. At the Full Council meeting held on 24th September 2024, it was unanimously resolved to enter into a three-year agreement, covering the period from 1st October 2024 to 30th September 2027.

This upcoming renewal represents the second year of the long-term arrangement. Insurance cover continues to reflect the Council's current operational requirements.

Members should be aware that the premium will not remain at the same level as last year (£5,244.48), as the policy includes areas subject to index-linking, which will influence the overall cost. Additionally, we have been advised that the legal expenses premium has increased, which may also contribute to a modest rise in the total premium.

The insurer has been contacted, and we are currently awaiting confirmation of the renewal premium.

Action

Councillors are asked to note the payment of insurance cover for the year 2025-26

JW
Clerk to the Council
September 2025

Item 8 – Strategic Plan Review

Full Council 30th September 2025

Members will be aware that the current Strategic Plan has reached the majority of its review milestones, with several original aims either achieved or now outdated due to changes in community needs, legislative frameworks, and operational capacity. This draft version reflects a refreshed approach grounded in the council's statutory functions and enhanced capabilities under the General Power of Competence.

Action

Members are asked to:

1. Review the contents of the draft Strategic Plan.
2. Provide comments or amendments.

Strategic Plan Overview

The new draft plan outlines Windlesham Parish Council's strategic ambitions across seven core values, each underpinning a defined set of outcomes and measurable actions:

Core Value	Explanation
Parish Council View	Measures to promote and better present the villages of Bagshot, Lightwater, and Windlesham
Happier and Healthier	Promote wellbeing through accessible public spaces, active living initiatives, and community support.
Cleaner and Greener	Deliver sustainable and environmentally responsible services, protecting and enhancing green spaces.
Safer and Stronger	Foster a secure, resilient community where people feel safe and engaged.
Connected and Engaged	Ensure that all residents feel heard, valued, and connected through effective communication, meaningful participation, and ongoing support.
Open and Responsible	Operate transparently and manage public funds and assets prudently with high standards of accountability, embracing transparent governance. Ensure that our Council adapts responsibly to legislative and structural changes, ensuring our community's voice is heard and its needs are represented through every tier of government
Guardians of heritage	We celebrate and protect the rich heritage, history, and identity of our Parish, ensuring that future generations can continue to enjoy, learn from, and be inspired by our local traditions, landmarks, and community stories.

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Value	Aligned Strategic Aims and Objective
Parish Council View	<p>1. Improve the image of and pride within the villages and make them an attractive place to live and visit.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Ensure the Parish area has a positive image and identity, both locally and at the principal authority level. ○ Implement successful measures to enhance the village experience for residents: adding summer/winter planting and maintaining open spaces and street furniture community events programme. ○ Maintain a persistent expectation for high standards in the public realm, engaging businesses and residents in improvements. <p>Timescale: 0-5 years Council Committee/Department: Communications and Marketing, Village Committees</p>
	<p>2. Continue to develop and improve the content of the Parish Council's websites and social media.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Continue to increase participation and build engaged and active communities. ○ Enable truly meaningful engagement by improving the flow of information, both digital and otherwise, to and from the Parish Council. <p>Timescale: 0-6 years Council Committee/Department: Communications and Marketing and Village Committees</p>
	<p>3. To encourage community initiatives to use the village spaces to create events, festivals, fetes, pop-up shops, etc.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Support events that meet the needs and ambitions of residents. ○ Promote, map, and encourage community events through collaborative efforts. <p>Timescale: 0-10 years Council Committee/Department: Communications and Engagement and Village Committees</p>

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Parish Council View	<p>4. To actively support anti-crime and disorder campaigns within the Parish, in liaison with the police</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Continue liaising with the PCSO's for the three villages.○ Interact regularly with police <p>Timescale: 0-10 years Council Committee/Department: Clerk/Assistant Clerk, all Councillors</p> <p>5. Implement a Communications Strategy</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Deliver and monitor a communications strategy○ Develop better tools for listening with residents, community groups and strategic partners, i.e. introduction of interactive CMS platforms. <p>Timescale: 0-10 years Council Committee/Department: Communications Committee</p> <p>6. Implement a Marketing Strategy</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Ensure the council brand is consistently linked to services.○ Make best use of social media for the benefit of residents.○ Manage the media effectively to promote Windlesham Parish Council.○ Publish a regular newsletter four times per year for residents.○ Make the best use of council noticeboards.○ Be transparent, open and accessible with good communication at the heart of everything that we do.○ Ensure the capacity for open information sharing is maintained. <p>Timescale: 0-10 years Council Committee/Department: Communications and Marketing, Communications Committee</p> <p>7. Provide Christmas Trees and lights, and liaise with local groups regarding light switch-on event</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Continue providing Christmas Tree and Christmas Lights displays. <p>Timescale: 0-10 years Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p>
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	<p>8. Encourage people living and working in the three villages to participate and to engage in decision making.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Encourage everyone to get involved. Participation and engagement are key. We will always look at new ways to listen to residents and businesses to bring forward voices that are not usually heard. ○ Build relationships and trust, advocating for village projects. <p>Timescale: Ongoing Council Committee/Department: Communications and Marketing and All Councillors</p> <p>9. Enable the provision and maintenance of street furniture</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Provide and maintain street furniture where needed e.g. bins, benches etc. ○ Proactively identify gaps in provisions needed to fulfil needs within the community. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p>
<p>Happier and Healthier</p>	<p>10. To continue to maintain and improve its open spaces and be open to asset transfers of open spaces from higher-tier authorities.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Manage and look after our spaces to the high standards expected by our council. ○ Continue to plan how we create and manage open spaces, focusing on the people who enjoy them, balancing the need to conserve their biodiversity. ○ Continue to explore opportunities to take on more green spaces and more public places for the health and well-being benefit to parish residents. <p>Timescale: 5-10 years Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>11. To support local voluntary organisations where deemed appropriate via the grant system.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Continue to support organisations through the use of grants to promote the health and wellbeing of our residents. ○ Ensure grant application forms remain available throughout the year with decisions made at appropriate meetings. ○ Increase public awareness of the grant availability

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	<p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p> <p>12. To deliver the Lightwater Recreation Pavilion project</p> <p>We will aim:</p> <ul style="list-style-type: none">○ Ensure community engagement and usage planning.○ Complete delivery of a well-designed project that is suitable for the space and reflects the outcomes of community engagement.○ Provide inclusive facilities for all age groups.○ Maximise environmental and design standards in construction. <p>Timescale: 5 years Council Committee/Department: Clerk/Assistant Clerk and Lightwater Village Committee</p> <p>13. To promote wellbeing through the allotments and open spaces</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Maintain allotment provision.○ Enhance public access to green spaces.○ Promote the physical and mental health benefits of open spaces. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>14. To improve accessibility in green spaces</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Construct a countryside path at School Lane Field.○ Ensure design meets accessibility standards (e.g. DDA compliant).○ Connect the path to wider local networks.○ Promote usage by all demographics, including elderly and disabled users, to all our green spaces. <p>Timescale: 10 years Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p>
	<p>15. To appoint a high-quality contractor to maintain and enhance parish green spaces</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Appoint a procurement consultant to advise on tender design, compliance, and the evaluation process.

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Cleaner and Greener

- Prepare and issue a clear specification detailing maintenance standards, biodiversity goals, and community priorities.
- Conduct a competitive and transparent procurement process in accordance with Financial Regulations and Standing Orders.
- Assess tenders based on quality, environmental performance, and value for money.
- Ensure the resulting contract includes measurable KPIs, flexibility, and review points.
- Communicate outcomes and expectations to residents to support transparency and accountability.

Timescale: 2 years

Council Committee/Department: Clerk/Assistant Clerk and Village Committees

16. To promote biodiversity. To create a 'rewilding' programme in appropriate areas.

We will aim to:

- Work with partners to secure the enhancement of green spaces so residents have access to a diverse range of green spaces for play, amenity, wildlife, relaxation, and socialising.
- Ensure rewilding efforts will be considered and well communicated.
- Endeavour to establish rewilded areas of natural beauty, where appropriate, across our asset base.

Timescale: 0-10 years

Council Committee/Department: Clerk/Assistant Clerk and Village Committees.

17. To maintain current tree stocks.

We will aim to:

- Maintain a robust tree management plan for all Council-owned land.
- Implement the Tree Management Policy, including carrying out regular tree surveys.
- Explore opportunities to improve land use for a wide range of environmental benefits.
- Work with partners to deliver improvements to the village's biodiversity.

Timescale: Ongoing

Council Committee/Department: Clerk/Assistant Clerk and Full Council

18. To provide community support to ensure the upkeep of community areas i.e. open spaces and verges. Identifying needs through ward members and working with community groups.

We will aim to:

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- Work to ensure a robust programme is in place, with regard to clean open spaces and safe environments for community use, with feedback from the general public.

Timescale: Ongoing

Council Committee/Department: Clerk/Assistant Clerk and Village Committees

19. To provide summer planting and hanging baskets in all three villages

We will aim to:

- Continue providing summer floral displays throughout the villages.

Timescale: 0-10 years

Council Committee/Department: Clerk/Assistant Clerk and Village Committees

20. The Parish Council is committed to safeguarding the Green Belt and will robustly oppose development proposals that threaten its integrity.

We will aim to:

- Respond to planning applications with reference to the policies and protections contained within the National Planning Policy Framework (NPPF), the Local Plan, the Windlesham Neighbourhood Plan, and the Lightwater Design Statement;
- Ensure that local context and character are upheld through representations.
- Engage with the local planning authority and residents to advocate for sustainable development that respects designated green spaces and landscape value.

Timescale: Ongoing

Council Committee/Department: Planning Committee

21. To continue to maintain and improve its open spaces.

We will aim to:

- Manage and look after our spaces to the high standards expected by our council.
- Continue to plan how we create and manage open spaces, focusing on the people who enjoy them, balancing the need to conserve their biodiversity.

Timescale: Ongoing

Council Committee/Department: Clerk/Assistant Clerk and Village Committees

22. To manage and maintain all Cemeteries for environmental resilience

We will aim to:

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	<ul style="list-style-type: none"> ○ Investigate and, where necessary, implement drainage solutions to manage surface water at Bagshot and Windlesham Cemeteries. Assess site impact and maintain safe, respectful access for visitors. ○ Support the long-term usability and environmental resilience of the sites. ○ Explore and develop a dedicated woodland burial area within Lightwater Cemetery to offer a natural, sustainable interment option aligned with ecological and community values. <p>Timescale: Drainage 3-5 years , Woodland Burial10 years Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p> <p>23. To enhance biodiversity and water stewardship in public green spaces</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Carry out seasonal maintenance of the School Lane Field pond. ○ Monitor and manage vegetation to support biodiversity. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Bagshot Village Committee</p>
Safer and Stronger	<p>24. To collaborate with Surrey County Council/future Unitary Council highways authorities to reduce HGV traffic and improve road safety, including measures to address speeding.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Advocate for appropriate traffic restrictions and routing to limit non-essential HGV movement through residential areas; ○ Support highway improvements that promote safety, reduce congestion, and protect local infrastructure; ○ Work with enforcement partners to identify and implement effective speed reduction initiatives. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p> <p>25. To collaborate closely with Surrey Police to reduce crime and anti-social behaviour across the parish.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Strengthen community safety through joint working, intelligence sharing, and local initiatives; ○ Support visible policing, including engagement at public meetings and events; ○ Advocate for preventative measures, particularly in areas identified as local priorities by residents. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p>

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Connected and Engaged	<p>26. Consult with local people regarding the provision of Parish Council services and facilities.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Work to maximise the benefit of our buildings to the local community ○ Ensure that as the first tier of local government, we keep abreast of issues that affect our communities. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Full Council</p>
	<p>27. To strengthen community-led planning and local participation</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Complete a comprehensive review of the Windlesham Neighbourhood Plan to reflect current needs and policy updates. ○ Engage residents, businesses, and local groups throughout the review process. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village & Planning Committees</p>
	<p>28. To empower and involve the community through funding and engagement</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Promote the availability of council grants to local voluntary and community groups. ○ Provide clear, year-round access to application guidance and forms. ○ Publicise successful grant outcomes to inspire wider participation. ○ Host and support community engagement events and initiatives that encourage local voices and volunteering. ○ Ensure engagement methods are accessible, inclusive, and representative of all parish residents. <p>Timescale: Ongoing Council Committee/Department: Communications and Communications Committee</p>
	<p>29. To support the community through the use of Community Infrastructure Levy funds to help improve facilities within the parish.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Identify community projects to determine use of CIL funds as appropriate. <p>Timescale: Ongoing</p>

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	<p>Council Committee/Department: Village Committees</p> <p>30. To improve accessibility and transparency of Council meetings</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Refurbish the Council Chamber to create a welcoming, accessible, and fit-for-purpose civic space. Ensure the refurbished chamber supports inclusive access for all, including those with mobility or sensory needs. ○ Promote remote or hybrid attendance options where feasible. Publish agendas and supporting papers in accessible formats and within statutory timelines. Publicise meetings through multiple platforms to reach a broad audience. ○ Provide clear and friendly guidance for the public on how to attend, observe, or participate. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>31 - Encourage people living and working in the Parish to participate and to engage in decision making.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Encourage everyone to get involved. Participation and engagement are key. We will always look at new ways to listen to residents and businesses to bring forward voices that are not usually heard. ○ Engage with and support the wide variety of community organisations in the Parish which help us deliver our aims. ○ Build relationships and trust, advocating for Parish projects. <p>Timescale: Ongoing Council Committee/Department: Communications, Village Committees and Full Council</p>
<p>Open and Responsible</p>	<p>32. To provide open, responsible leadership and strong local governance</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Develop, approve, and deliver a new Strategic Plan aligned with community priorities and statutory responsibilities. ○ Establish the Chairman’s Group to provide cross-council strategic oversight and coordination. ○ Maintain regular reviews of all Parish-owned assets and service contracts to ensure value, condition, and compliance. ○ Approve and implement an investment policy to safeguard public funds and monitor fiscal performance transparently. ○ Monitor developments in local government reorganisation and prepare timely responses to emerging structural changes.

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	<ul style="list-style-type: none"> ○ Consider and review opportunities for asset transfers from higher-tier authorities, retaining local ownership and control where it benefits residents. <p>Timescale: 1 year Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>33. To manage the sale of the Hook Mill Lane Depot Site transparently and in the best interests of the community</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Appoint qualified professional advisors to oversee valuation, legal compliance, and marketing of the site. ○ Ensure the sale process complies with statutory obligations and achieves best value. ○ Communicate openly with the public regarding the purpose, progress, and outcomes of the sale. ○ Consider future community or environmental impacts in the selection of a purchaser or use. ○ Allocate proceeds from the sale in line with council policy & priorities, ensuring transparency and community benefit. <p>Timescale: 2 years Council Committee/Department: Clerk/Assistant Clerk and Full Council</p>
<p>Guardians of heritage</p>	<p>34. The Parish Council will aim to safeguard and promote the Parish’s historical and cultural heritage</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Preserve and maintain the Bagshot Chapel and other valued heritage assets in line with conservation standards. ○ Undertake ongoing care and respectful presentation of cemeteries and memorials. ○ Repair and maintain the Parish’s Grade II listed war memorials to ensure their longevity and public respect. ○ Explore external funding and heritage grants to support conservation work where appropriate. <p>Timescale: 3-5 year Council Committee/Department: Clerk/Assistant Clerk and Village Committees / Full Council</p>

Item 9 - Update on SHBC Asset Review

Full Council 30th September 2025

Background

Members will recall that at the Full Council meeting in June, the Council delegated authority to a working party to undertake a review of Surrey Heath Borough Council (SHBC) assets, with a view to considering which assets, if any, the Parish Council may wish to take on should an opportunity for transfer arise.

An initial assessment has since been completed by the working party, which indicated an interest in exploring the transfer of several local assets. These include, but are not limited to, the majority of open spaces, play areas, and benches, as well as the public toilets in Bagshot and the Lightwater Scout Hut, if these are within SHBC's transfer programme.

A follow-up meeting was held with SHBC in August. However, at the time, SHBC had nothing further to report. The Clerk has pressed for greater detail in relation to each asset, and specifically requested information on any existing leases, covenants, maintenance liabilities, and any other documentation that would support the Council in carrying out appropriate due diligence.

Update

The Responsible Financial Officer (RFO) has compiled indicative costings for the additional green spaces, benches and bins, based on the limited and provisional information currently available from SHBC. These estimates are necessarily high-level and will require further refinement once comprehensive asset data is received. However, in the absence of more detailed information at this stage, these figures will be used to inform the Council's initial budget planning. Indicative annual costs for the potential transfer of land, bins, and benches alone have been estimated at approximately £70,000, with initial legal fees anticipated in the region of £25,000 to £32,000.

In addition, the working party identified the public toilets in Bagshot as a potential asset for transfer. Based on figures provided by SHBC, the average annual operating cost for the toilets has been estimated at £7,111. This includes cleaning, utilities, maintenance, and insurance, but excludes officer time required for management and oversight.

Members are asked to consider whether the benefits of retaining public toilet provision justify the ongoing financial and operational commitments. Should the Council wish to pursue adoption, this cost would need to be incorporated into future budget planning. Further due diligence would also be required to assess the condition of the facility, any statutory compliance obligations, and possible opportunities for community partnerships or enhanced service delivery.

SHBC has confirmed that the toilets are scheduled to close on 1st October 2025. At this stage, it is understood that all utility connections will be severed following closure. Should Windlesham Parish Council (WPC) choose to adopt and reopen the facility at a later date, this may result in additional reconnection costs. Alternatively, Members may wish to explore options to repurpose the building for other community uses, subject to feasibility and strategic need.

The Clerk will continue to engage with SHBC to seek draft terms, indicative timescales, and any further supporting documentation that may assist the Council in its due diligence and wider decision-making process.

Budget Impact Summary

The following indicative costs have been compiled to inform the Council's 2026/27 budget-setting process. These figures are based on provisional data provided by SHBC and will be subject to refinement once full asset documentation is received:

Asset Type	Estimated Annual Cost	One-off / Legal Costs
Greenspaces, Bins, and Benches	£70,000	£25,000 – £32,000 (legal fees)
Public Toilets (Bagshot)	£7,111	TBC – potential reconnection costs
Officer Time & Administration	TBC	Included in staffing review
Total (estimated)	£77,111+	£25,000 – £32,000

Notes:

- Figures are high-level estimates and exclude officer time unless otherwise stated.
- Costs do not include future maintenance liabilities or upgrades.
- Reconnection of utilities for the public toilets may incur additional charges if adoption is delayed.

These estimates should be included in the budget planning framework for 2026/27, with clear allocation lines for ongoing operational costs and one-off legal/professional services.

Action:

Members are asked to:

1. **Note** the attached spreadsheet detailing the assets that the working party highlighted to progress
2. **Note** the indicative costings prepared by the Responsible Financial Officer (RFO) based on preliminary information provided by Surrey Heath Borough Council (SHBC) as well as indicative legal costs
3. **Decide** whether, in principle, the Council is willing to proceed with the transfer of some or all of the assets identified, including the Bagshot public toilets, subject to further due diligence, confirmation of terms, and budgetary provision.
4. **Agree** that, in the absence of more detailed data, the indicative costings shall be used for budget planning purposes, subject to future revision once comprehensive asset information is received

5. **Authorise** the Clerk to write formally to SHBC requesting detailed asset information for all assets under consideration, including:
 - Legal title and ownership documentation
 - Leasehold or third-party use agreements
 - Existing maintenance schedules and liabilities
 - Draft terms and any conditions of transfer
6. **Confirm** that the following criteria will guide the Council's evaluation of potential asset transfers:
 - Legal and financial liabilities
 - Maintenance and resource implications
 - Opportunities for income or service enhancement
7. **Note** that any final decision regarding the acceptance of asset transfers will be reserved to Full Council and shall only be made following full consideration of legal, financial, and community impacts

JW
Clerk to the Council
Sept 2025

Property	Eastings	Northings	Tenure	Description
The Briars Centre	492220	161596	Freehold - Leased out	Community centre
Briar Avenue Verge	492574	161661	Owned by SHBC	Amenity Grass Cut Area 437 + 228 bin x1
Briar Avenue Play Ground	492222	161	Owned by SHBC	sign x1 Bow top fence, Bin and bench
Scout Hut (Lightwater)	492037	162243	Freehold - Ground leased out	Scout hut
Open Space, Lightwater Meadow	492790	161807	Freehold - Occupied by SHBC	Open space within residential area with play area Amenity Grass cut Area 1079 Wood land Scrub Vegetation Maintenance 210 Amenity Grass cut Area 32
Land at Ivy Drive (Paddock Wood)	492114	161348	Freehold - Occupied by SHBC	Five parcels of open space within housing estate. Largest incorporates brick retaining wall Woodland Scrub Area 648+699+ 623+964. Amenity Grass Cut Areas 2580+471+1139
Open space, Shrublands Drive	492573	161663	Freehold - Occupied by SHBC	Open space within residential area
Open space, Burdock Close	492732	161548	Freehold - Occupied by SHBC	Open space within residential area Amenity Grass cut Area 952 + 118 (2 areas) Hedges 22.9 + 22.5 linear metres
Open space, Corbett Drive	491690	161317	Freehold - Occupied by SHBC	Open space within residential area Amenity Grass cut area 1087+296 Vegetation Maintenance area 118 Hedges 204 linear metres
Open space Macdonald Road	491848	161334	Freehold - Occupied by SHBC	3 parcels of land Amenity grass cut are 221 +116 Vegetation maintenance area 57+425+70
Open Space Barnett Lane	491689	161278	Freehold - Occupied by SHBC	Amenity Grass cut Area 1048+1093 Vegetation Maintenance area 94 Tarmac footpath area 105
Open space north of Mallards Way	491963	161932	Freehold - Occupied by SHBC	Land, heavily wooded
Bagshot Playing Fields Association	490209	162905	Freehold - Ground leased out	Recreation ground and pavilion
Land adj. Watchers Cottage	490921	163093	Freehold - Licenced	Land.
Swift Lane Gypsy Site	492194	163172	Freehold - Leased out	15 pitch settled traveller site managed by SCC
Swift Lane Compound	492125	163196	Freehold - Leased out	Fenced hardstanding previously used as recycling centre
63 High Street (Bagshot)	491140	163354	Freehold - Occupied by SHBC	Grade II listed building common parts and old civic hall to rear. Listing has address recorded as 65 High Street
63 High Street (Bagshot) Library	491140	163354	Freehold - Leased out	Ground floor library

63 High Street (Bagshot) Barbers	491140	163354	Freehold - Leased out	Small barber shop outlet on front of building
63 High Street (Bagshot) 1st Floor Offices	491140	163354	Freehold - Leased out	1st floor office suite
Day Centre	491095	163341	Owned by SHBC	Hardstanding - weed spraying Area - 852
Windle Valley Day Centre	491086	163349	Freehold - Occupied by SHBC	Day centre
Open Space, Nursery Estate	491481	163803	Freehold - Occupied by SHBC	Open space within residential area
Land running parallel to A372	491486	163802	Owned by SHBC	Grass Cutting Amenity Grass Area - 3380 Bench x1 owned by WPC
Land running parallel to A372	491606	163458	Owned by SHBC	Grass Cutting Amenity Grass Area - 6297 Bins x 3
Land running parallel to A372	491603	163495	Owned by SHBC	Vegetation Maintenance Area 530
Land at Yaverland Drive	490698	162908	Freehold - Occupied by SHBC	Open space within residential area - Amenity grass cut Area 1808 plus tarmac footpath plus 1 x bin & sign
Car Park, High St, Bagshot	491174	163235	Freehold - Occupied by SHBC	Surface car park
Public WC, Bagshot	491091	163323	Freehold - Occupied by SHBC	Public WC
Play area, Hawkesworth Drive	491027	162321	Freehold - Occupied by SHBC	Play area - part of SH265
Land at Elizabeth Avenue	491703	162912	Freehold - Occupied by SHBC	Open space within residential area Grass Cutting Amenity Grass Area 286 Hedge 39.94 linear metres
Open space, Lory Ridge	491384	163853	Freehold - Occupied by SHBC	Open space within residential area Amenity Grass Area 546 + 5 parcels of land for vegetation maintenance area 118
Open space, Green Lane	491578	162975	Freehold - Occupied by SHBC	Open space within residential area 2 parcels of land Grass Cutting Amenity Grass 312 & Veg Maintenance Area 138
Open space, College Ride	490467	163052	Freehold - Occupied by SHBC	Open space within residential area
Open space, Hawksworth Drive	491025	162318	Freehold - Occupied by SHBC	Open space within residential area
Open Space, Lower Mill Field	490820	162950	Freehold - Occupied by SHBC	Open space within residential area
Open Space, Lower Mill Field	490818	162931	Owned by SHBC	Amenity Grass Cut Area 1298 also includes 1 memorial tree and 1 memorial bench
Open Space, Lower Mill Field	490823	162985	Owned by SHBC	Amenity Grass Cut Area 339
Open Space, Lower Mill Field	490211	162955	Owned by SHBC	Woodland Scrub - Vegetation Maintenance Area 3176 Linked to above
Whitmore Road Play Area - Woodland Scrub	491356	162545	Owned by SHBC	Vegetation Maintenance - woodland scrub Area - 126
Whitmore Road Play Area - Grass Cutting	491367	162560	Owned by SHBC	Amenity Grass Area - 335
Whitmore Road Play Area - Playground	491367	162566	Owned by SHBC	Area 612 Picnic table x 3 Bins x2 Bench x2 Sign x1

[illegible]

Item 10- Devolution cross-parish steering group

Full Council 30th September 2025

Purpose of the Report

This paper provides an overview of Neighbourhood Area Committees (NACs) and recommends that Windlesham Parish Council actively participate in cross-parish discussions through the formation of a cross-parish steering group.

Background

Members will recall that during public question time at the last Full Council meeting, our County Councillors expressed their strong desire for parishes to play a central role in the development of the emerging Neighbourhood Area Committees (NACs).

Although NACs are currently in the pilot phase, the County Councillors are keen to ensure that parishes are actively engaged from the outset. To facilitate this, they have proposed the establishment of a cross-parish steering group. The purpose of this group would be to prepare collaboratively, enabling our villages to approach the evolving NAC structure with a shared vision and cohesive strategy, ensuring that:

- Local priorities are identified and represented
- Community needs are consistently voiced across parish boundaries
- Opportunities for joint working and resource sharing are maximised
- Parishes are well-positioned to influence future governance and funding opportunities under the NAC framework

This proactive approach will help ensure that Windlesham Parish Council and our neighbouring parishes have a meaningful and coordinated presence as NACs develop further within Surrey.

Action

Councillors are asked to consider:

1. **Approving participation** in the County-led Cross-Parish Steering Group.
 2. **Nominating councillor representatives** for the group.
 3. **Authorising the Clerk** to coordinate initial engagement and work alongside neighbouring parishes and our County Councillors to develop an engagement strategy aligned with NAC priorities.
-

Further Information

What is a Neighbourhood Area Committee (NAC)?

Neighbourhood Area Committees will aim to bring people together and create real opportunities for local collaboration and insight gathering in towns and villages. The purpose and focus of the NACs is to:

- Understand key local issues
- Agree priorities and champion collaborative action
- Promote preventative activity
- Support thriving communities
- Act as advisory bodies (not constituted)
- Supported by a range of engagement tools

WPC's invitation to engage reflects our County Councillors' commitment to ensure parishes play a key role in this evolving model of local governance.

Where will the pilot Neighbourhood Area Committees be located and how were the boundaries chosen?

A pilot phase will be starting in three local areas in the summer, reviewing progress and learnings by the end of 2025, with a vision to further roll out across Surrey. There are also ongoing discussions with other local areas that may be ready in the autumn to join as a 'fast follower' pilot area.

The initial three pilot areas will be:

- Esher and Cobham (Elmbridge)
- Dorking and villages (Mole Valley)
- Caterham, Warlingham and North Tandridge (Tandridge)

The latest Boundary Commission electoral divisions were used as the building blocks for each area. Boundaries adjusted to create a manageable number of potential NAC areas across new unitaries, including taking into account: Total number of committees; Average population per area (c.50,000), while accommodating Surrey's urban-rural diversity; Mix of Parished and unparished areas.

Who will be a member of a Neighbourhood Area Committee?

To ensure that these committees have a strong connection between residents, groups and public service organisations, we expect them to include representatives from:

- Health partners
 - Surrey Police
 - Education and business sector
 - Large Voluntary Community Social Enterprise groups
 - Local councillors
 - Town and Parish Councillors
 - Local residents and community groups
-

What decision-making powers do the Neighbourhood Area Committees have?

The NACs are not constituted, so they do not have direct decision-making powers. They will act as advisory bodies sharing local intelligence and insight with decision-making organisations. Powers granted to existing local partnerships can be viewed in Appendix A.

What will be the remit of these Neighbourhood Area Committees?

NACs are very much in a development phase, and as yet there are no formal Terms of Reference; however, the Surrey Association of Local Councils has written a recommendation to SCC, which has also been shared with the MPs and the Borough and District Councils. Please see Appendix B.

Conclusion

The Neighbourhood Area Committees represent a key opportunity for Windlesham Parish Council to strengthen collaboration with neighbouring communities, ensure our local needs are articulated. The invitation from our County Councillor provides a timely and strategic moment for the Parish Council to adopt a proactive role, ensuring that Windlesham is well-prepared to contribute meaningfully as the NAC framework evolves.

Appendix A

Powers granted to local partnership arrangements

The table below illustrates where, if any, powers are granted to the local partnership arrangements. This is a simple traffic light system to indicate if any powers are granted (green), the boards are consulted (yellow) or no role applies (red).

Area	Devolved Funding	Highways	Action Planning	Service Delivery	Planning	Community Engagement	Partnerships and Collaboration	TPC Devolution
Cornwall	Yellow	Yellow	Green	Yellow	Red	Green	Green	Green
Wiltshire	Green	Green	Green	Yellow	Red	Green	Green	Green
Durham	Green	Yellow	Green	Yellow	Red	Green	Green	Yellow
Westmorland & Furness	Green	Green	Green	Yellow	Red	Green	Green	Yellow
Cumberland	Green	Yellow	Green	Yellow	Red	Green	Green	Yellow
Somerset	Yellow	Yellow	Green	Yellow	Red	Green	Green	Green
Buckingham-shire	Yellow	Yellow	Green	Yellow	Red	Green	Green	Yellow

Green = Some actual powers

Yellow = Consultative only

Red = Nothing

SURREY ASSOCIATION OF LOCAL COUNCIL'S (SALC) RECOMMENDATION ON TERMS OF REFERENCE FOR NEIGHBOURHOOD AREA COMMITTEES (NACS) & COLLABORATIVE WAYS OF WORKING WITH THE NEW UNITARY.

As we noted in our Unitary Parish Town and Community (PTC) Council Role Recommendation letter dated 20th February 2025, SALC have reviewed the learning from the establishment of Unitary Authorities elsewhere in the Country including, but not limited to, Cornwall, Wiltshire, Cumbria, Somerset, Northants and Shropshire. We have also held discussions with and shared learnings from other County Associations that have gone through the process. This has resulted in us establishing a concise list of mechanisms that would work well when creating new ways of working, and roles and responsibilities that could be shared between newly established Unitary Authorities and PTC Councils.

We strongly believe that, to ensure the success of NACs in particular, and to achieve the collaborative “rewiring” envisaged by Minister McMahon, the following elements should be embedded within future Surrey NAC Terms of Reference and operational framework.

Key Recommendations for NAC Terms of Reference and Operational Framework

1. **Minimum Meeting Frequency:** Define a minimum number of meetings per year to ensure meaningful engagement. We suggest NACs should meet at least every two months, be hybrid in form and open to the public.
2. **Governance Responsibility:** Clarify the officer/team responsible for managing quorum, collating items for Committee agendas including those from NAC members, recording and transparent publishing of decisions, financial monitoring, and performance tracking. Define frequency of performance review, by whom & follow up procedures for an underperforming NAC.
3. **Councillor Allocation Method:** In the interest of fairness and efficiency, we request that each PTC Council appoints a NAC member representative. Given the democratic mandate and local accountability of PTC councillors, this approach would ensure that each community retains a clear and independent voice. We further recommend that appointed representatives should not be both a member of Surrey County and any District, Borough, Town or Parish Council, to reinforce impartiality and avoid perceived conflicts of interest during any pilot phases of NACs.
4. **Decision-Making Protocols:** Establish transparent voting procedures and governance safeguards.
5. **Committee Oversight:** Define how population coverage, boundaries, and membership will be reviewed over time.
6. **Chair and Vice Chair Elections:** NAC to appoint. The Terms of Reference needs to clearly set out the process, eligibility (including both Unitary and PTC councillors), and term limits, ensuring equal voice and shared leadership. Our recommendation is that the Unitary and a representative PTC Councillor each hold a post so to ensure a partnership approach.
7. **Communication with PTCs:** Mandate reporting to all PTCs within each NAC's boundary not just Unitary Councils.
8. **Training Commitment:** Provide induction and ongoing training on NAC roles and responsibilities to its members.
9. **Evidence Integration:** Ensure a formal process for considering community consultation data from PTCs within NAC deliberations.

10. **Funding Allocation Framework:** Clarify how NACs will be funded, allocation of that funding and also allow for pooled resources for shared community priorities.
11. **Disbandment Procedures:** Include a member-led process to protect democratic accountability.
12. **Pilot NAC Workshop Engagement:** We recommend that each PTC Council within a NAC area nominates both its Proper Officer and one councillor representative to participate in workshops. This dual representation ensures a well-rounded perspective, drawing on both procedural knowledge and elected member insight.
13. **NAC Unitary Link Officer:** Must have sufficient respect and power within the new Unitary Councils so to effectively mobilise Unitary Staff to support the delivery of the NAC's agreed objectives.

Finally, we urge that a formal consultation with all PTCs in the County on the NACs' proposed Terms of Reference, core principles, and operational frameworks is undertaken. This step is essential to ensuring sector-wide alignment and support.

We would also like to take this opportunity to reiterate the requests for broader Unitary-PTC Council collaboration letter dated 20th February 2025 and ask that new Unitaries have the following in place so we achieve a successful **rewiring of the relationship between central and local government and with principal authorities and town and parish councils:-**

1. **A Charter** between Parish, Town and Community Councils and the Newly Formed Unitary(ies) establishing clear rights and responsibilities, mutual expectations, procedures and ways of working. The Charter will help avoid duplication and ensure efficiency of service delivery. Needs to be reviewing regularly and be binding.
2. **Parish Council Lead Liaison Officer** who is trained on the role of Parish and Town Councils within the County (SALC are happy to provide this training). The learnings we have been given from other existing Unitaries is that this role is critical, particularly in the early days.
3. **Create a PTC Council and Unitary Lead Focus Group.** Establish a group of sample PTCs to develop better ways of working and improvement ideas whether that be communication, highways, disaster response etc. This would be a permanent group set up for to facilitate improvements and consistency in ways of working between each new Unitary and their PTC Councils. Such roles would be rotated amongst PTC Councils over time, to ensure engagement across all PTC Councils
4. **Monthly meetings with SALC, representatives of nominated lead PTC Councils for the County and new Unitary Authority leaders.**
5. **Training support for the sector** to include courses on how to collaborate with new Unitary Authority and process for transfer of service or assets.

An additional request from our letter dated 20 February 2025 is that SALC be granted a seat on both the Unitary Executive Committee and the Standards Board of the new Unitary Authority. This representation would enable SALC to support more effective engagement with the PTC Council sector. In particular, SALC is well positioned to assist Monitoring Officers by guiding them to targeted training packages and where to seek mediation support to help resolve persistent standards issues efficiently and impartially. This contribution would directly reinforce the new Authority's commitment to high standards, transparency, and sector collaboration.

Item 11 – Meeting Engagement: To consider the purchase of necessary equipment to facilitate the recording and streaming of Council meetings

Full Council 30th September 2025

Purpose of the Report

To explore the benefits, requirements, and limitations of purchasing equipment to facilitate the streaming of meetings held in larger community venues, as well as the potential to hold hybrid meetings, should legislation change to allow this.

Action Required

Members are asked to review the information provided and:

- 1. Decide whether to conduct a feasibility study and an internet audit of frequently used meeting venues.**
 - 2. Review staff resource capacity and update risk assessments accordingly for meetings involving technical setups.**
 - 3. Consider funding options for both the equipment and the additional staffing time required. Identify the appropriate budget line and assess whether CIL or earmarked reserves could support the acquisition.**
-

Background

Windlesham Parish Council is committed to promoting accessibility and transparency. Following enquiries from councillors and the receipt of a public question to Council on the matter, the Council has been exploring technological solutions to enable the streaming of meetings and, where legally permissible, the facilitation of hybrid meetings for public engagement. In particular, larger venues used by the Council often present challenges in terms of sound capture and internet bandwidth, which must be addressed to support such capabilities effectively.

Any equipment considered must be suitable for use in large rooms and capable of supporting meetings with a minimum of 19 participants. This ensures sufficient audio pickup and visual coverage across the full meeting space, which is essential for meaningful engagement.

Equipment Description

Following research and discussions with other councils that have implemented suitable setups, the Meeting Owl appears to be the preferred device. Due to the size of rooms and number of participants, a bundle would be required—typically comprising two Owl devices (see image below)—to provide full-room 360° video and audio coverage.

These devices integrate with standard video conferencing platforms, enabling both remote attendance and live streaming. It should be noted that, to our knowledge, the venues currently used by the Council are not equipped with the necessary infrastructure to facilitate this setup.



Engage everyone with 360° table coverage

For meetings with many in-room participants, we recommend pairing two Meeting Owl 3s to offer remote participants a clear view of everyone seated at the table.



(2) Meeting Owl 3
£1,049



(2) Meeting Owl® 3 Lock Adapter
£49



USB-C to USB-C Cable (16'/5M)
£29

£2,225 £2,099
You save £126

[Buy bundle](#)

Benefits of the Meeting Owl Bundle

Benefit	Description
Enhanced Audio and Visual Coverage	Two devices offer full-room capture, essential for larger or echo-prone halls.
Portable Setup	Devices can be moved between locations, offering flexibility; however, hybrid meetings may require screens and additional equipment.
Hybrid Meeting Support	Facilitates participation by remote attendees, councillors (when permissible in law), and the public.
Live Streaming	Compatible with platforms to enable public viewing.
Plug-and-Play Simplicity	Limited technical skills are required for operation.

Limitations and Operational Considerations

Limitation	Description
Internet Bandwidth	Many venues have insufficient bandwidth for stable streaming or hybrid participation. A site assessment would be required. This could be

Limitation	Description
	particularly problematic with 19 participants all using mobile devices to access papers.
Technical Setup Time	Time must be allowed before and after meetings for setup and pack down of the equipment, impacting staffing resources.
Staffing Requirement	Hybrid meetings require a minimum of two staff: one to operate and monitor the equipment/remote environment and one to clerk the meeting. This presents a resource challenge.
Projector/Screen Needs	Hybrid meetings are only feasible in venues equipped with suitable infrastructure (e.g. projectors or large screens to integrate with the Owl devices).
Storage and Transport	Equipment must be securely transported between venues and stored appropriately when not in use.

Financial and Resource Implications

The cost of a Meeting Owl bundle is typically in the region of £2,000–£2,300. Additional costs may include carry cases, extra microphones, and any required upgrades to network infrastructure in specific venues.

Conclusion

The Meeting Owl bundle could significantly enhance the Council's ability to stream and, potentially, hold hybrid meetings in larger venues, particularly for meetings involving 19 or more participants. However, technical limitations and staffing requirements must be carefully considered and planned for.

**Item 12 – To consider submission of a CIL Grant Application to SHBC for the Council
Chamber Refurbishment
Full Council 30th September 2025**

Purpose of the Report

To seek Council approval for officers to prepare and submit an application to Surrey Heath Borough Council for Community Infrastructure Levy (CIL) funding towards the refurbishment of the Windlesham Parish Council Chamber.

Action

Members are asked to:

- 1. Instruct officers to obtain detailed quotations to confirm the full project cost and establish the funding shortfall for which CIL funding will be sought.**
 - 2. Approve the submission of a Community Infrastructure Levy (CIL) grant application to Surrey Heath Borough Council for the refurbishment of the Council Chamber.**
 - 3. Authorise the Clerk, in consultation with the Chair and Vice Chair, to finalise and submit the application documentation.**
-

Background

The Council Chamber at The Avenue, Lightwater (GU18 5RG) has remained closed for several years, following a resolution by members that it was no longer fit for purpose. In October 2023, Council resolved to proceed with refurbishment and allocated £35,000 from the Buildings and Maintenance Earmarked Reserve to support the works.

Financial Implications

The current budget allocation of £35,000 is unlikely to meet the full costs of refurbishment. Subject to member approval, officers will obtain competitive, detailed quotations to establish the precise funding gap. A grant application to SHBC will then be prepared based on the verified shortfall.

Members should note that as the scope of works is likely to exceed the council's procurement threshold, the project will be subject to a formal tender process in accordance with the Council's Financial Regulations.

Perceived Outcomes

The refurbishment will ensure the Chamber is compliant, accessible, and suitable for modern governance needs, including hybrid meetings and improved public engagement.

Proposed works may include:

- Accessibility
- Energy-efficient lighting, heating, and ventilation

- Full redecoration and flooring renewal
- New layout with updated furniture
- Hybrid meeting and AV facilities.

PAYMENTS

31/07/2025

Windlesham Parish Council

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PURCHASE DAYBOOK

User: R.MIDGLEY

Top Level for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
24/07/2025	4018	829	NP TREE MANAGEMENT	NPTREE	190.00	38.00	228.00	4195	210	190.00	Clear 3 lamp posts Wind Inf Sc
24/07/2025	4019	830	NP TREE MANAGEMENT	NPTREE	110.00	22.00	132.00	4195	210	110.00	Fell ash tree - Wind Inf Sch
26/07/2025	000210	831	PEACOCKS PEST CONT	PEACOCKS	100.00	0.00	100.00	4060	400	100.00	Remove and treat wasp nests
TOTAL INVOICES					400.00	60.00	460.00			400.00	
VAT ANALYSIS CODE					OTS @ 0.00%	100.00	0.00	100.00			
VAT ANALYSIS CODE					S @ 20.00%	300.00	60.00	360.00			
TOTALS					400.00	60.00	460.00				

Top Level for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/07/2025	107530	832	PRINT	PRINT	148.00	0.00	148.00	4640	225	148.00	150 x A5 8 page leaflet
31/07/2025	LWL/89091.1	833	HART BROWN SOLICITOR	HART BROWN	106,569.73	770.00	107,339.73	4010	215	100,000.00	Allotment purchase transaction
								380		-100,000.00	Allotment purchase transaction
								6000	215	100,000.00	Allotment purchase transaction
								4400	215	6,569.73	Allotment purchase transaction
29/07/2025	97	835	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Planning - 16 July 25
31/07/2025	2358	836	ZENTECH IT	FRE01	306.40	61.27	367.67	4440	225	306.40	M365 licences + support
TOTAL INVOICES					<u>107,039.13</u>	<u>831.27</u>	<u>107,870.40</u>			<u>107,039.13</u>	
VAT ANALYSIS CODE OTS @ 0.00%					102,882.73	0.00	102,882.73				
VAT ANALYSIS CODE S @ 20.00%					4,156.40	831.27	4,987.67				
TOTALS					<u>107,039.13</u>	<u>831.27</u>	<u>107,870.40</u>				

Top Level for Month No 5

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/08/2025	2041300	834	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace/ play insp - Aug 25
								4165	410	2,780.43	Greenspace/ play insp - Aug 25
								4165	510	2,022.13	Greenspace/ play insp - Aug 25
								4220	310	69.96	Greenspace/ play insp - Aug 25
								4220	410	69.96	Greenspace/ play insp - Aug 25
07/08/2025	7AUG25	837	BRIARS CENTRE	BRIARS	64.00	0.00	64.00	4950	225	64.00	Hire of hall for FC 29/7/25
10/08/2025	3070	838	GREENLANDS	GREE	850.00	170.00	1,020.00	4160	510	720.00	Wind Fld/Freemantle - misc wor
								4160	310	130.00	Wind Fld/Freemantle - misc wor
08/08/2025	5752	839	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	300	190.00	Internment - Nash
								4005	300	190.00	Internment - Willgoss
TOTAL INVOICES					9,859.46	1,883.09	11,742.55			9,859.46	
VAT ANALYSIS CODE					OTS @ 0.00%	444.00	0.00	444.00			
VAT ANALYSIS CODE					S @ 20.00%	9,415.46	1,883.09	11,298.55			
TOTALS					9,859.46	1,883.09	11,742.55				

Top Level for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/08/2025	LWL/089091.2	840	HART BROWN SOLICITOR	HART BROWN	370.00	20.00	390.00	4010	215	370.00	Balance payment for allotment
TOTAL INVOICES					370.00	20.00	390.00			370.00	
VAT ANALYSIS CODE OTS @ 0.00%					270.00	0.00	270.00				
VAT ANALYSIS CODE S @ 20.00%					100.00	20.00	120.00				
TOTALS					370.00	20.00	390.00				

Top Level for Month No 6				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/08/2025	6257839	842	VIKING	VIKIN	309.73	29.45	339.18	4435	225	309.73	Postage and stationery
TOTAL INVOICES					309.73	29.45	339.18			309.73	
VAT ANALYSIS CODE OTS @ 0.00%					162.50	0.00	162.50				
VAT ANALYSIS CODE S @ 20.00%					147.23	29.45	176.68				
TOTALS					309.73	29.45	339.18				

Top Level for Month No 5				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/08/2025	2941	841	SURREY ALC	SALC	480.00	0.00	480.00	4403	225	480.00	Contribution SALC LGR Report
TOTAL INVOICES					480.00	0.00	480.00			480.00	
VAT ANALYSIS CODE OTS @ 0.00%					480.00	0.00	480.00				
TOTALS					480.00	0.00	480.00				

Top Level for Month No 6

Order by Invoices Entered

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/08/2025	108	843	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Hall Hire - Planning 250813
31/08/2025	2404	844	ZENTECH IT	FRE01	766.06	153.21	919.27	4440	225	766.06	OFFICE 365/INK/IT SUPPORT
TOTAL INVOICES					781.06	153.21	934.27			781.06	
VAT ANALYSIS CODE OTS @ 0.00%					15.00	0.00	15.00				
VAT ANALYSIS CODE S @ 20.00%					766.06	153.21	919.27				
TOTALS					781.06	153.21	934.27				

Top Level for Month No 6				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/09/2025	2041418	845	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4220	310	3,622.98	Greenspace maintenance contrac
								4220	310	69.96	Outdoor Gym Inspection
								4220	410	69.96	Outdoor Gym Inspection
								4165	410	2,780.43	Greenspace maintenance contact
								4165	510	2,022.13	Greenspace maintenance
TOTAL INVOICES					8,565.46	1,713.09	10,278.55			8,565.46	
VAT ANALYSIS CODE S @ 20.00%					8,565.46	1,713.09	10,278.55				
TOTALS					8,565.46	1,713.09	10,278.55				

Agenda Item 14 – Full Council 30 September 25

Review of Bank Reconciliations

Members are asked to review the following bank reconciliations. Financial Regulations state that a member, other than the Chair, or authorized bank signatory, should sign off on the reconciliations once reviewed. Below are the reconciliations for June, July, and August 2025.

WINDLESHAM PARISH COUNCIL - CASH AT HAND

Account	Acct type	Int. Rate	30 Jun 25	31 Jul 25	31 Aug 25
Barclays Bank	Current	0.00%	20,584	10,858	15,463
Unity Bank	Current	0.00%	231,558	189,844	359,374
Santander Bank	Instant access	1.00%	202,048	202,219	202,557
RBS account	Instant access	1.11%	47,405	47,493	47,532
Unity Bank	Instant access	2.25%	402,049	402,049	295,049
Hampshire Trust *	Instant access	3.70%	68,796	68,796	68,796
Skipton BS *	Annual interest	3.10%	67,628	67,628	67,628
Cambridge & Counties	180 day notice	3.30%	235,497	236,293	237,091
Redwood Bank *	95 day notice	3.48%	68,748	68,748	68,748
TOTAL			<u>1,344,313</u>	<u>1,293,926</u>	<u>1,362,238</u>
Account type					
Current account			252,142	200,701	374,837
Instant access accounts			651,501	651,761	545,138
Medium term accounts			440,669	441,464	442,263
			<u>1,344,313</u>	<u>1,293,926</u>	<u>1,362,238</u>

**** Members are asked to note that to date the Clerk only has online access to the Unity Bank, Barclays, Cambridge & Counties and Redwood bank accounts**

Overall cash position

Net assets held by the Council as at 31 August 25 is £1,380,840 – see attached balance sheet. Of this £773,171 is held in ear-marked reserves. Members are asked to note that the ear-marked balance has decreased by £163,958 since 1 April 25 (£937,129).

Members are asked to note the above reconciliations and agree that either Cllr Malcaus Cooper or Cllr Jennings-Evans, in the absence of Cllr Malcaus Cooper, continue to sign off the above reconciliations.

Joanna Whitfield
Clerk to the Council
August 2025

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	(1,106)
105	VAT Control A/c	20,448
200	Barclays Current Account	15,453
205	Santander Account	202,557
210	RBS Account	47,532
215	Skipton Account	67,628
225	Cambridge and Counties Account	237,091
230	Hampshire Trust Bank	68,796
235	Redwood Bank	68,748
245	Unity Bank current a/c	359,374
250	Unity Bank deposit a/c	295,049
Total Current Assets		1,381,570
<u>Current Liabilities</u>		
500	Creditors	480
566	Damage Deposits	250
Total Current Liabilities		730
Net Current Assets		1,380,840
Total Assets less Current Liabilities		1,380,840

<u>Represented by :-</u>		
300	Current Year Fund	209,918
310	General Reserves	397,751
315	Capital Receipts	1,300
320	EMR School Lane Play Equipment	35,743
325	EMR Windlesham CIL	3,710
330	EMR Repairs and Maintenance	35,997
331	EMR War Memorials	4,976
332	EMR Allotments	2,000
335	EMR Cemeteries	23,860
336	EMR Lightwater Cemetery Maint.	54,080
337	EMR Bagshot Cemetery Maint.	20,116
338	EMR Windlesham Cemetery Maint.	36,418
340	EMR Lightwater Pavilion & Rec	122,603
345	EMR Bagshot Village	46,402
346	EMR Bagshot Grants	317
350	EMR Lightwater Village	15,606
351	EMR Lightwater Grants	4,292
355	EMR Windlesham Village	14,989
356	EMR Windlesham Grants	900
370	EMR Council Office Repairs	1,500
375	EMR Playarea Repairs & Renewals	39,250
377	EMR IT Equipment	517
378	EMR Training	900
380	EMR Bagshot CIL	216,092
390	EMR Civic Functions	1,019
395	EMR Tree Works	38,508
396	EMR Greenspace	16,285
399	EMR CGR costs	35,791

Detailed Balance Sheet - Excluding Stock Movement**Month 5 Date 31/08/2025**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>1,380,840</u>

**Agenda Item 15– Budget Monitoring Report to 30th August
2025 Full Council Meeting 30 Sept 25**

1. Purpose of Report

To update the Council on income and expenditure against budget for the financial year 2025/26 to the end of Month 5 (August). This supports ongoing financial monitoring and identifies areas requiring Council attention or decision.

2. Summary of Key Findings

- Year-to-date (YTD) income totals £315,278 against an annual budget of £644,345 (48.9% of total).
- YTD expenditure is £382,289 of a budgeted £644,345 (59.3% spent).
- Transfers from Earmarked Reserves (EMRs) total £202,658, with £38,700 transferred to EMRs during this period.
- Notable overspends and variances have been recorded and are detailed below.

3. Actions Required

Councillors are asked to note the levels of income and expenditure detailed within the attached income and expenditure, and earmarked reserve reports, together with the figures presented in the balance sheet outlining the Council's current financial position.

4. Income Performance

Income Source	YTD Actual (£)	Annual Budget (£)	% of Budget Received
Precept (all areas)	£275,531	£551,060	50.0%
Burial Fees (total)	£31,817	£72,086	44.1%
Interest Received	£6,096	£19,179	31.8%
Allotment Fees	£1,835	£2,020	90.1%

- Precept income aligns with the expected biannual receipt.
- Burial income is slightly under 50% but not of concern.

- Allotment income has nearly reached the full-year target within five months, reflecting the annual invoice cycle.

5. Key Expenditure Lines

Expenditure Category	YTD Spend (£)	Budget (£)	% Spent	Comments
Playground Repairs – Windlesham	£64,041	£2,400	2668%	Significant overspend – EMR transfer of £63,581 applied
Allotment Purchase	£100,370	£0	N/A	Funded via £100,000 EMR – budget line should be established
Elections	£10,029	£0	N/A	Unexpected spend; funded by EMR (£14,820)
Bagshot Grants	£17,780	£5,683	312.9%	CIL EMR funded £17,500
Greenspace Contracts (all areas)	£42,128	£120,047	35.1%	Reflects that the Council budgeted for an increase in contract fees. As yet, procurement for a new contractor has not taken place.

6. Earmarked Reserves & Commitments

As of 30 August 25, the Council held EMRs totalling £773,170.96 with commitments of £224,450.53 identified and approved by the Full Council or individual Village Committees. This leaves uncommitted amounts of £548,720.63. These various amounts are shown in the table below.

	EMR Account	Opening Balance	Net Transfers	Committed	Closing Balance	Purpose of Committed Funds	
315	Capital Receipts	1,300.00			£1,300.00		
320	EMR School Lane Play Equipment	35,742.54			£35,742.54		
321	EMR Windmill Field playground	46,182.00	-46,182.00		£0.00		
325	EMR Windlesham CIL	54,302.18	-50,592.39		£3,709.79		

330	EMR Repairs and Maintenance	35,997.38		-10,000.00	£25,997.38	Bagshot Chapel Repairs	Budget Decision
331	EMR War Memorials	4,976.00			£4,976.00		
332	EMR Allotments	2,000.00			£2,000.00		
335	EMR Cemeteries	24,650.00	-790.00		£23,860.00		
336	EMR Lightwater Cemetery Maint.	53,250.00	829.92		£54,079.92		
337	EMR Bagshot Cemetery Maint.	25,000.00	-4,884.16		£20,115.84		
338	EMR Windlesham Cemetery Maint.	21,418.00	15,000.00	-5,615.00	£30,803.00	Cemetery drainage	WVC/25/10
340	EMR Lightwater Pavilion & Rec	143,391.91	-20,789.17	-22,499.00	£100,103.74	Legal Advice Pavilion £14,999; Removal of dedication £4000; Land transfer £1,500 Additional Legal £2000	LVC/23/46 LVC/23/59
345	EMR Bagshot Village	13,068.56	33,333.33		£46,401.89		
346	EMR Bagshot Grants	317.00			£317.00		
350	EMR Lightwater Village	19,059.90	-3,453.67	-14,846.33	£759.90	Cemetery funding £18,300 (C/24/43)	
351	EMR Lightwater Grants	5,020.00	-727.81		£4,292.19		
355	EMR Windlesham Village	15,279.15	-290.00	-3,500.00	£11,489.15	£3500 balance of £5k planning consultant WNP	WVC/23/20
356	EMR Windlesham Grants	900.00			£900.00		
365	EMR Elections	14,820.00	-14,820.00		£0.00		
370	EMR Council Office Repairs	1,500.00			£1,500.00		
375	EMR Playarea Repairs & Renewals	25,550.00	13,700.00		£39,250.00		
377	EMR IT Equipment	517.01			£517.01		
378	EMR Training	900.00			£900.00		
380	EMR Bagshot CIL	300,258.59	-84,166.67	184,000.00	£32,091.92	T&I £140K Bagshot Chapel £20k SLF Pathway £22k	Various
390	EMR Civic Functions	1,143.87	-125.00		£1,018.87		

395	EMR Tree Works	38,508.49		-23,990.00	£14,518.49		
396	EMR Greenspace	16,285.00			£16,285.00		
399	EMR CGR costs	35,791.00			£35,791.00		
		937,128.58	163,957.62	224,450.33	£548,720.63		

7. Observations

- EMR Transfers: Several significant expenditures have been funded from EMRs (e.g. playgrounds, elections, allotment purchase). All such movements have been formally ratified in the minutes.
- Budget Monitoring: Some expenditure lines (e.g. Christmas Trees) are showing unspent balances due to seasonal timing and do not raise concern at this point.
- Training, HR, and Office Costs remain within anticipated levels.

6. Conclusion

Overall, Windlesham Parish Council's financial position is stable and aligned with planned expenditure.

Income & Expenditure by Budget 30/08/2025

Month No: 5

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>							
1000 Burial fees	8,044	31,817	72,086	40,269			44.1%
1030 Allotment Fees	1,835	1,835	2,020	185			90.8%
1076 Precept	0	275,531	551,060	275,530			50.0%
1900 Interest Received	43	6,096	19,179	13,083			31.8%
Total Income	9,922	315,278	644,345	329,067			48.9%
<u>Overhead Expenditure</u>							
4005 Ashes interment	380	2,660	8,820	6,160		6,160	30.2%
4010 Allotment purchase	0	100,000	0	(100,000)		(100,000)	0.0%
4050 Rates	280	1,394	2,934	1,540		1,540	47.5%
4055 Pavilion Utilites	14	103	420	317		317	24.5%
4060 Maintenance	0	5,917	15,516	9,599		9,599	38.1%
4061 Cemetery maintenance - grounds	0	9,140	26,327	17,187		17,187	34.7%
4062 Cemetery maintenance - general	0	0	25,000	25,000		25,000	0.0%
4070 Allotment Refunds	0	0	100	100		100	0.0%
4100 War Memorial	0	574	13,624	13,050		13,050	4.2%
4160 Greenspace Contingency	850	2,105	3,000	895		895	70.2%
4165 Greenspace Contract	8,426	42,128	120,047	77,919		77,919	35.1%
4170 Environmental costs	0	0	10,000	10,000		10,000	0.0%
4185 Planting	0	5,975	5,789	(186)		(186)	103.2%
4190 Christmas Trees	0	(5,745)	9,000	14,745		14,745	(63.8%)
4195 Tree Maintenance/Surgery	0	2,675	10,000	7,325		7,325	26.8%
4220 Playground Repairs & Renewal	290	65,041	21,320	(43,721)		(43,721)	305.1%
4300 Salaries	13,367	58,993	149,885	90,892		90,892	39.4%
4340 Local Government Pension	2,366	10,442	26,538	16,096		16,096	39.3%
4345 HMRC Payroll	1,692	7,285	17,938	10,653		10,653	40.6%
4350 Training	0	1,142	6,100	4,958		4,958	18.7%
4380 Elections	0	10,029	0	(10,029)		(10,029)	0.0%
4400 Legal/HR/Recruitment Costs	370	7,340	4,500	(2,840)		(2,840)	163.1%
4403 Consultant costs	0	0	20,000	20,000		20,000	0.0%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	0	5,244	5,244		5,244	0.0%
4420 Finance System	0	3,366	3,476	110		110	96.8%
4425 External Finance Support	0	0	600	600		600	0.0%
4430 Licences & Subscription	0	4,467	4,977	510		510	89.8%
4435 Office Expenses	0	648	3,500	2,852		2,852	18.5%
4440 ICT Costs	0	1,177	6,220	5,043		5,043	18.9%
4445 Audit	0	(244)	1,575	1,819		1,819	(15.5%)
4455 Telecoms & Security	0	1,299	4,299	3,000		3,000	30.2%
4500 Cllr Allowances, Training & Ex	2,625	12,973	32,989	20,016		20,016	39.3%

Income & Expenditure by Budget 30/08/2025

Month No: 5

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4525 Bagshot Chapel Building Costs	0	42	280	238		238	15.1%
4550 Office Building Costs	439	2,445	7,073	4,628		4,628	34.6%
4555 HMLD Building Costs	649	3,285	7,414	4,129		4,129	44.3%
4600 Annual Meeting & Civic Costs	0	(813)	1,117	1,930		1,930	(72.8%)
4640 Marketing	0	298	8,500	8,202		8,202	3.5%
4650 Grants	0	22,298	15,683	(6,615)		(6,615)	142.2%
4905 Pavilion Project	0	0	10,000	10,000		10,000	0.0%
4915 Festive Lights	0	(4,969)	12,140	17,109		17,109	(40.9%)
4940 VE Celebrations	0	8,169	18,000	9,831		9,831	45.4%
4950 Hall Hire	114	649	3,650	3,001		3,001	17.8%
Total Overhead	31,862	382,289	644,345	262,056	0	262,056	59.3%
Total Income	9,922	315,278	644,345	329,067			48.9%
Total Expenditure	31,862	382,289	644,345	262,056	0	262,056	59.3%
Net Income over Expenditure	(21,939)	(67,011)	0	67,011			
plus Transfer from EMR	150	202,658	0	(202,658)			
less Transfer to EMR	0	38,700	0	(38,700)			
Movement to/(from) Gen Reserve	(21,789)	96,947	0	(96,947)			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Top Level</u>								
210 TL Grounds Maintenance	Expenditure	0	2,685	23,700	21,015		21,015	11.3%
215 TL Allotments	Income	1,755	1,755	2,020	265			86.9%
	Expenditure	370	106,940	7,850	(99,090)		(99,090)	1362.3%
	Net Income over Expenditure	<u>1,385</u>	<u>(105,185)</u>	<u>(5,830)</u>	<u>99,355</u>			
	plus Transfer from EMR	0	100,000	0	(100,000)			
	Movement to/(from) Gen Reserve	<u>1,385</u>	<u>(5,185)</u>	<u>(5,830)</u>	<u>(645)</u>			
220 TL Staffing	Expenditure	17,426	77,817	198,361	120,544		120,544	39.2%
225 TL Administration	Income	43	144,377	295,741	151,364			48.8%
	Expenditure	64	21,117	57,508	36,391		36,391	36.7%
	Net Income over Expenditure	<u>(21)</u>	<u>123,260</u>	<u>238,233</u>	<u>114,973</u>			
	plus Transfer from EMR	0	14,945	0	(14,945)			
	Movement to/(from) Gen Reserve	<u>(21)</u>	<u>110,805</u>	<u>238,233</u>	<u>113,728</u>			
235 TL Council Buildings	Expenditure	439	2,445	10,603	8,158		8,158	23.1%
	Top Level Income	<u>1,798</u>	<u>146,132</u>	<u>297,761</u>	<u>151,629</u>			49.1%
	Expenditure	<u>18,299</u>	<u>211,003</u>	<u>298,022</u>	<u>87,019</u>	0	87,019	70.8%
	Net Income over Expenditure	<u>(16,501)</u>	<u>(64,872)</u>	<u>(261)</u>	<u>64,611</u>			
	plus Transfer from EMR	0	114,945	0	(114,945)			
	less Transfer to EMR	0	13,700	0	(13,700)			
	Movement to/(from) Gen Reserve	<u>(16,501)</u>	<u>36,373</u>	<u>(261)</u>	<u>(36,634)</u>			

Bagshot

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
300 Bagshot Cemetery	Income	0	435	1,079	644			40.3%
	Expenditure	459	5,721	1,825	(3,896)		(3,896)	313.5%
	Net Income over Expenditure	(459)	(5,286)	(746)	4,540			
	plus Transfer from EMR	0	4,884	0	(4,884)			
	Movement to/(from) Gen Reserve	(459)	(402)	(746)	(344)			
305 Bagshot Heritage	Expenditure	0	0	4,542	4,542		4,542	0.0%
310 Bagshot Grounds Maintenance	Expenditure	3,823	19,273	70,657	51,384		51,384	27.3%
	plus Transfer from EMR	150	150	0	(150)			
	Movement to/(from) Gen Reserve	(3,673)	(19,123)	(70,657)	(51,534)			
315 Bagshot Allotments	Income	80	80	0	(80)			0.0%
325 Bagshot Administration	Income	0	50,558	101,115	50,558			50.0%
	Expenditure	50	119	300	182		182	39.5%
	Movement to/(from) Gen Reserve	(50)	50,439	100,815	50,376			
330 Bagshot Councillors	Expenditure	875	4,375	11,200	6,825		6,825	39.1%
335 Bagshot Council Buildings	Expenditure	0	42	0	(42)		(42)	0.0%
340 Bagshot Grants	Expenditure	0	17,780	5,683	(12,097)		(12,097)	312.9%
	plus Transfer from EMR	0	17,500	0	(17,500)			
	Movement to/(from) Gen Reserve	0	(280)	(5,683)	(5,403)			
350 Bagshot Capital Projects	Expenditure	0	(964)	7,987	8,951		8,951	(12.1%)
	Bagshot Income	80	51,073	102,194	51,122			50.0%
	Expenditure	5,207	46,346	102,194	55,848	0	55,848	45.4%
	Net Income over Expenditure	(5,127)	4,726	0	(4,726)			
	plus Transfer from EMR	150	22,534	0	(22,534)			
	Movement to/(from) Gen Reserve	(4,977)	27,261	0	(27,261)			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Lightwater</u>								
400	Lightwater Cemetery							
	Income	6,594	7,712	14,122	6,410			54.6%
	Expenditure	76	653	13,863	13,210		13,210	4.7%
	Movement to/(from) Gen Reserve	6,518	7,059	259	(6,800)			
405	Lightwater Heritage							
	Expenditure	0	574	4,541	3,967		3,967	12.6%
	plus Transfer from EMR	0	574	0	(574)			
	Movement to/(from) Gen Reserve	0	0	(4,541)	(4,541)			
410	Lightwater Grounds Maintenance							
	Expenditure	2,850	14,806	47,478	32,672		32,672	31.2%
	plus Transfer from EMR	0	233	0	(233)			
	Movement to/(from) Gen Reserve	(2,850)	(14,573)	(47,478)	(32,905)			
425	Lightwater Administration							
	Income	0	53,012	106,024	53,012			50.0%
	Expenditure	0	19	5,300	5,282		5,282	0.3%
	Net Income over Expenditure	0	52,994	100,724	47,730			
	Movement to/(from) Gen Reserve	0	32,994	100,724	57,730			
430	Lightwater Councillors							
	Expenditure	1,021	5,214	14,439	9,225		9,225	36.1%
435	Lightwater Council Buildings							
	Expenditure	649	3,285	7,414	4,129		4,129	44.3%
440	Lightwater Grants							
	Expenditure	0	2,500	5,000	2,500		2,500	50.0%
450	Lightwater Capital Projects							
	Expenditure	0	4,492	11,430	6,938		6,938	39.3%
455	Lightwater Pavilion							
	Expenditure	14	353	10,420	10,067		10,067	3.4%
	Lightwater Income	6,594	60,724	120,146	59,422			50.5%
	Expenditure	4,610	31,895	119,885	87,990	0	87,990	26.6%
	Net Income over Expenditure	1,984	28,829	261	(28,568)			
	plus Transfer from EMR	0	807	0	(807)			
	less Transfer to EMR	0	10,000	0	(10,000)			
	Movement to/(from) Gen Reserve	1,984	19,636	261	(19,375)			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Windlesham								
500 Windlesham Cemetery	Income	1,450	23,670	56,885	33,215			41.6%
	Expenditure	125	13,069	51,909	38,840		38,840	25.2%
	Net Income over Expenditure	1,325	10,601	4,976	(5,625)			
	plus Transfer from EMR	0	790	0	(790)			
	Movement to/(from) Gen Reserve	1,325	11,391	4,976	(6,415)			
505 Windlesham Heritage	Expenditure	0	0	4,541	4,541		4,541	0.0%
510 Windlesham Grounds Maintenance	Expenditure	2,892	74,842	37,321	(37,521)		(37,521)	200.5%
	plus Transfer from EMR	0	63,581	0	(63,581)			
	Movement to/(from) Gen Reserve	(2,892)	(11,261)	(37,321)	(26,060)			
525 Windlesham Administration	Income	0	33,680	67,359	33,679			50.0%
	Expenditure	0	13	5,300	5,287		5,287	0.2%
	Net Income over Expenditure	0	33,667	62,059	28,392			
	Movement to/(from) Gen Reserve	0	3,667	62,059	43,392			
530 Windlesham Councillors	Expenditure	729	3,430	9,450	6,020		6,020	36.3%
540 Windlesham Grants	Expenditure	0	2,018	5,000	2,982		2,982	40.4%
550 Windlesham Capital Projects	Expenditure	0	(328)	10,723	11,051		11,051	(3.1%)
	Windlesham Income	1,450	57,350	124,244	66,894			46.2%
	Expenditure	3,746	93,044	124,244	31,200	0	31,200	74.9%
	Net Income over Expenditure	(2,296)	(35,694)	0	35,694			
	plus Transfer from EMR	0	64,371	0	(64,371)			
	less Transfer to EMR	0	15,000	0	(15,000)			
	Movement to/(from) Gen Reserve	(2,296)	13,677	0	(13,677)			
	Grand Totals:- Income	9,922	315,278	644,345	329,067			48.9%
	Expenditure	31,862	382,289	644,345	262,056	0	262,056	59.3%
	Net Income over Expenditure	(21,939)	(67,011)	0	67,011			
	plus Transfer from EMR	150	202,658	0	(202,658)			
	less Transfer to EMR	0	38,700	0	(38,700)			
	Movement to/(from) Gen Reserve	(21,789)	96,947	0	(96,947)			

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315	Capital Receipts	1,300.00		1,300.00
320	EMR School Lane Play Equipment	35,742.54		35,742.54
321	EMR Windmill Field playground	46,182.00	-46,182.00	0.00
325	EMR Windlesham CIL	54,302.18	-50,592.39	3,709.79
330	EMR Repairs and Maintenance	35,997.38		35,997.38
331	EMR War Memorials	4,976.00		4,976.00
332	EMR Allotments	2,000.00		2,000.00
335	EMR Cemeteries	24,650.00	-790.00	23,860.00
336	EMR Lightwater Cemetery Maint.	53,250.00	829.92	54,079.92
337	EMR Bagshot Cemetery Maint.	25,000.00	-4,884.16	20,115.84
338	EMR Windlesham Cemetery Maint.	21,418.00	15,000.00	36,418.00
340	EMR Lightwater Pavilion & Rec	143,391.91	-20,789.17	122,602.74
345	EMR Bagshot Village	13,068.56	33,333.33	46,401.89
346	EMR Bagshot Grants	317.00		317.00
350	EMR Lightwater Village	19,059.90	-3,453.67	15,606.23
351	EMR Lightwater Grants	5,020.00	-727.81	4,292.19
355	EMR Windlesham Village	15,279.15	-290.00	14,989.15
356	EMR Windlesham Grants	900.00		900.00
365	EMR Elections	14,820.00	-14,820.00	0.00
370	EMR Council Office Repairs	1,500.00		1,500.00
375	EMR Playarea Repairs & Renewals	25,550.00	13,700.00	39,250.00
377	EMR IT Equipment	517.01		517.01
378	EMR Training	900.00		900.00
380	EMR Bagshot CIL	300,258.59	-84,166.67	216,091.92
390	EMR Civic Functions	1,143.87	-125.00	1,018.87
395	EMR Tree Works	38,508.49		38,508.49
396	EMR Greenspace	16,285.00		16,285.00
399	EMR CGR costs	35,791.00		35,791.00
		<u>937,128.58</u>	<u>-163,957.62</u>	<u>773,170.96</u>

Agenda Item 16 - To consider arrangements for Remembrance Day
Full Council 30th September 2025

Each year, the Council sends a representative to the Remembrance Services held in each village, and wreaths are provided for Councillors to lay at the war memorials.

The wreaths have a cost of approximately £20 each to make, and the British Legion, which provides them, asks for a donation.

In recent years, the Council has agreed a donation of £50 per wreath.

Over the last 2 years

Windlesham Village Committee has laid 2 wreaths, the Council 1 to be laid at the WFOR and 1 to be laid at the War Memorial.

It was also agreed by the WVC Committee to reduce their contribution per wreath from £50 to £25.

Lightwater Village Committee supplied 1 wreath to be laid at the Lightwater War Memorial

Bagshot Village Committee supplied 1 wreath to be laid at the Bagshot War Memorial

Action

1. To note that the September Windlesham Village Committee meeting it was resolved to lay 2 wreaths, 1 at the WFOR and 1 at the War Memorial.
 2. Members are asked to decide how many wreaths the Bagshot and Lightwater committees will lay
 3. How much the Bagshot and Lightwater Committees wish to donate to cover the cost of the wreaths, noting that the WVC resolved to donate £25 per wreath.
 4. Which Councillors will represent each committee at the laying of the wreaths?
Please note that Cllr Hardless and Cllr Wheeler will lay the Windlesham wreaths.
-

Funding

Historically, the Remembrance Wreath donations are funded from the War Memorial budget, and the available budgets for 25/26 are as follows:

Windlesham £4,541

Lightwater £3,967

Bagshot £4,542

Members should be aware that the current budgets are likely insufficient to cover the upcoming war memorial repairs, noting that it is currently with the Historic England pre-planning application advice service, which is reviewing the proposed works as outlined by the conservators approached and will provide guidance to support any planning application. Additionally, we are taking up references of conservators.

JW

Clerk to the Council
September 25

Item 17: Motion from Cllr Turner: Proposal to Submit Follow-Up Questions to Surrey Heath Borough Council Regarding the recent Community Governance Review Consultation outcome.

Full Council 30th September 2025

Background

Surrey Heath Borough Council (SHBC) recently concluded the initial consultation phase of its Community Governance Review (CGR), which closed on 19th September. The next stage involves reviewing the consultation responses and determining next steps. It is understood that the matter may be brought forward for consideration at the SHBC Full Council meeting on 22nd October. It is also possible that an earlier stage of discussion or review may take place through an internal working group or committee. Given the limited time available before a final decision is made, it is proposed that Windlesham Parish Council consider submitting a set of follow-up questions to SHBC to promote transparency, consistency, and clarity regarding the consultation process and any emerging recommendations.

Action:

Members are asked to consider whether the Council wishes to submit the follow-up questions listed below, seeking clarification on the consultation process, analysis, and presentation of responses relating to the Community Governance Review; and, if agreed, to determine whether these should be submitted to Surrey Heath Borough Council, including its Full Council and any relevant committee or working group, in the interest of promoting transparency and informed decision-making while maintaining an open and impartial approach.

Proposed Questions to Surrey Heath Borough Council – Community Governance Review

Windlesham Parish Council respectfully requests clarification on the following aspects of the Community Governance Review to support transparency, consistency, fairness and public confidence:

Question 1: Transparency, Integrity, and Methodology

To promote transparency and public confidence in the Community Governance Review, will SHBC publish a geographic breakdown of responses by village or polling district, a timeline of submission volumes, and a thematic summary of key issues raised? What methodology and evaluation criteria are being applied to assess responses across both parished and unparished areas, and are consistent thresholds in place? In addition, what measures has SHBC taken to verify the integrity of responses, including identification of potential duplicates or multiple submissions from the same individual? Finally, has SHBC considered whether any trends in consultation responses, such as volume spikes or thematic repetition, may be linked to the distribution of inaccurate or misleading information within certain parts of the parish, including Windlesham and Bagshot?

Question 2: Proportionality, Consistency, and Strategic Context

If SHBC is considering the creation of new, larger town or parish councils in currently unparished areas, while also considering the disaggregation of Windlesham Parish Council, an established authority with a sizeable electorate, how will it ensure a consistent and proportionate approach across the borough? In particular, how will SHBC explain any departure from the outcome of the 2019 Community Governance Review, which did not support disaggregation of the parish, particularly if the consultation responses received in the current review are not significantly greater in number or scope? How will SHBC ensure that any new recommendations are proportionate, evidence-based, cost effective, and consistent with principles of effective and convenient local governance? Furthermore, how will any proposed changes align with the future direction of Local Government Reorganisation, where the ability to manage devolved services and community assets may depend on the scale and capability of established local councils?

Question 3: Fairness, Predetermination, and Governance Standards

How will SHBC ensure impartiality and guard against predetermination in its handling of the Community Governance Review, particularly where some borough councillors have circulated inaccurate or misleading information in their official capacity during the consultation period? What steps will be taken to ensure that such actions do not compromise the fairness or integrity of the process, and that all decisions are made in accordance with principles of lawful consultation, good governance, and public confidence?
